

**ROCKY MOUNTAIN AREA  
INTERAGENCY  
INCIDENT MOBILIZATION GUIDE**

**CHAPTER 20 - ADMINISTRATIVE PROCEDURES**

**Contents**

**21 ORDERING CHANNELS / COST CODING**

**21.1 Geographic Area Coordination Center / Dispatch Centers**

**21.1.1 Definitions**

**21.1.2 Rocky Mountain Area Interagency Dispatch Centers**

**21.1.3 Rocky Mountain Area Units**

**21.2 Ordering Procedures**

**21.2.1 Support to Border Fires**

**21.2.2 Mobilization and Demobilization Information**

**21.2.3 Neighborhood Ordering**

**21.2.3.1 Neighborhood Ordering Definition**

**21.2.3.2 Neighborhood Ordering Procedures**

**21.2.3.3 Rocky Mountain Neighborhood Resource Ordering**

**21.2.3.4 Rocky Mountain Area (RMA) Resource Ordering Chart**

**21.2.3.5 Rocky Mountain Area Wide Ordering Definition**

**21.2.3.6 Rocky Mountain Area Wide Ordering Procedures**

**21.2.4 Electronic Transfer of Travel Information**

**21.2.4.1 ROSS (Resource Ordering and Status System)Travel**

**21.3 Non-Incident Related Ordering**

**21.4 Fire Cost Coding**

**21.4.1 Fire Code Chart Matrix**

**21.4.2 Fire Cost Coding - Agencies**

**21.4.2.1 BLM**

**21.4.2.2 BIA**

**21.4.2.3 NPS**

**21.4.2.4 FWS**

**21.4.2.5 USFS**

**21.4.3 Non-Fire Incident Funding**

**21.5 Resource Availability and Tracking**

## **22 OVERHEAD/CREWS**

### **22.1 Overhead Mobilization & Demobilization**

**22.1.1 Standard Cubes, Weight, and Gear Policy for all Personnel**

**22.1.2 Emergency Driving**

**22.1.3 Non-emergency Driving Limitations**

**22.1.4 Work and Rest Guidelines**

**22.1.5 Performance Ratings**

**22.1.6 Mobilization Center Criteria**

**22.1.6.1 Definitions**

**22.1.6.2 Mob Center Operations Criteria**

**22.1.7 Demobilization**

**22.1.7.1 Demobilization Planning**

**22.1.7.2 Demobilization Responsibilities**

**22.1.7.3 Release Priority Guidelines**

**22.2 Crews**

**22.3 Interagency Fire Use Modules**

**22.4 Smokejumpers**

**22.5 Helicopter Modules**

**22.6 Communications Coordinator**

**22.7 Incident Meteorologists (IMET)**

**22.8 Cache Support Positions**

**22.9 Incident Management Teams (IMT)**

**22.9.1 Rocky Mountain IMT General Operating Guidelines**

**22.9.2 Area Command Teams**

**22.9.3 Interagency Fire Use Management Teams (FUMT)**

**22.9.4 National Park Service All-Risk Incident Mgmt Team**

**22.9.5 Interagency Fire Use Modules (FUM)**

**22.10 Incident Support Teams**

**22.10.1 Buying Teams**

**22.10.2 Administrative Payment Teams (APT)**

**22.10.3 Dept. of Interior Burned Area Emergency Response Teams (BAER)**

**22.10.3.1 Incident Business Advisor/Comptroller**

- 22.10.4 Critical Incident Stress Debriefing Teams**
- 22.10.5 Wildland Fire Prevention/Education Teams**
- 22.10.6 Wildland Fire & Aviation Safety Teams (FAST)**
- 22.10.7 Aviation Safety Assistance Team (ASAT)**
- 22.11 Human Resource Specialist**
- 22.12 Union Representative**
- 22.13 Incident Business Advisor (IBA)**

## **23 EQUIPMENT AND SUPPLIES**

- 23.1 Mobilization**
- 23.2 Demobilization**
- 23.3 National Interagency Support Cache Ordering Procedures**
  - 23.3.1 NFES Items in Short Supply**
  - 23.3.2 Field Office Replenishment During Fire Season**
  - 23.3.3 Field Office Replenishment Outside of Fire Season**
  - 23.3.4 Incident Replacement of NFES Items**
    - 23.3.4.1 Incident Replacement: Type 1 and 2 Incidents**
  - 23.3.5 Incident Replacement: Type 3 and 4 Incidents**
  - 23.3.6 Incident to Incident Transfer of Equipment and Supplies**
- 23.4 National Incident Radio Support Caches (NIRSC)**
  - 23.4.1 Mobilization of NIRSC Resources**
  - 23.4.2 Demobilization of NIRSC Resources**
  - 23.4.3 Dedicated Radio Frequencies**
- 23.5 Atmospheric Theodolite Meteorological Units (ATMU) (NFES 1836)**
- 23.6 Fire Remote Automatic Weather Station (FRAWS) (NFES 5869)**
- 23.7 Project Remote Automatic Weather Station (PRAWS) (NFES 5870)**
- 23.8 Mobile Food Service and Shower Units**
  - 23.8.1 Mobilization**
  - 23.8.2 Reassignments**
  - 23.8.3 Demobilization**
- 23.9 Commissary**

- 23.10 Contract Engines**
- 23.11 Portable Retardant Base**
- 23.12 Mobile Cache Vans (NFES 2069)**

## **24 AIRCRAFT OPERATIONS**

- 24.1 Mobilization**
  - 24.1.1 Ordering Procedures**
  - 24.1.2 Prioritizing Incidents**
- 24.2 Demobilization**
- 24.3 Flight Management Procedures**
  - 24.3.1 Automated Flight Following (AFF) Procedures**
  - 24.3.2 Aircraft Accident/Incident Reporting**
  - 24.3.3 Overdue and Missing Aircraft**
- 24.4 Airborne Thermal Infrared (IR) Fire Mapping**
- 24.5 Lead Planes**
- 24.6 Aerial Supervision Modules (ASM1)**
  - 24.6.1 Aerial Supervision Requirements in the Rocky Mountain Area**
- 24.7 Air Tactical and Reconnaissance Aircraft**
- 24.8 Large Transport Aircraft**
  - 24.8.1 Passenger/Cargo Manifests**
- 24.9 Helicopters: Call When Needed (CWN)**
  - 24.9.1 Exclusive Use Contact Helicopters**
- 24.10 Airtankers**
  - 24.10.1 Early Activation**
  - 24.10.2 Modular Airborne Firefighting Systems (MAFFS)**
  - 24.10.3 Single Engine Airtankers (SEATs)**
- 24.11 Temporary Flight Restrictions (TFR) (FAR 91.137)**
- 24.12 Military Training Route (MTR) and Special Use Airspace (SUA)**
- 24.13 Airspace Conflicts**
- 24.14 FAA Temporary Airport Control Tower Operations**
- 24.15 Radio Frequencies and Management**
- 24.16 Interagency Interim Flight & Duty Limitations**

## **25 PREDICTIVE SERVICES**

- 25.1 Incident Status Summary (ICS - 209)**
- 25.2 Interagency Situation Report**
- 25.3 Incident Management Situation Report**
- 25.4 Weekly Fire Weather / Fire Danger Outlook**
- 25.5 Monthly Fire Weather / Fire Danger Outlook**
- 25.6 Seasonal Fire Weather / Fire Danger Outlook**
- 25.7 National Wildland Fire Outlook**
- 25.8 Wildland Fire Entrapment/Fatality Report**
- 25.9 Daily Resource Status**
- 25.10 Overhead Availability Tracking**
- 25.11 Prescribed Fire Notification**
- 25.12 RMA Annual Fire Report**
- 25.13 Reports, Due Dates and Times**

## **26 RMA INTERAGENCY PREPAREDNESS LEVELS**

- 26.1 Why Preparedness Levels are Established**
- 26.2 Local Area Preparedness Levels**
- 26.3 Preparedness Level Definitions**
  - 26.3.1 Preparedness Level 1**
  - 26.3.2 Preparedness Level 2**
  - 26.3.3 Preparedness Level 3**
  - 26.3.4 Preparedness Level 4**
  - 26.3.5 Preparedness Level 5**
  - 26.3.6 Preparedness Level 5 to 4**
  - 26.3.7 Preparedness Level 4 to 3**
  - 26.3.8 Preparedness Level 3 to 2**
- 26.4 RMA Multi-Agency Coordinating Group Decisions**
- 26.5 Follow Up Evaluations**
- 26.6 Preseason Preparedness**
- 26.7 Area Preparedness Level Descriptions**
- 26.8 Preparedness Level Action Items**
- 26.9 Resource Drawdown Levels**

## **27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS**

**27.1 Established Resource Ordering Process**

**27.2 Civilian Support**

**27.3 Demobilization Procedures**

**27.4 International Operations**

**27.5 National Guard**

## **28 DISPATCH FORMS**

**28.1 Resource Order**

**28.2 Food Service Request**

**28.3 Passenger and Cargo Manifest**

**28.4 Aircraft Flight Request/Schedule**

**28.5 Infrared Aircraft Scanner Request**

**28.6 FAA Temporary Tower Request Form (NMG 28.6)**

**28.7 Preparedness/Detail Request**

**28.8 Incident Status Summary (ICS-209)**

**28.9 Incident Management Situation Weather Outlook (NMG 28.9)**

**28.10 Weekly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.11)**

**28.11 Monthly Wildland Fire Weather/ Fire Danger Outlook (NMG 28.12)**

**28.12 Wildland Fire Entrapment/Fatality (NFES 0869)**

**28.13 Documentation of Length of Assignment Extension Requirement (NMG 28.13)**

**28.14 Demobilization Form**

**28.15 Fire Weather Special Forecast Request**

**28.16 FAA Temporary Flight Restriction**

**28.17 Incident Replacement Requisition**

**28.18 Complexity Analysis**

## 21 ORDERING CHANNELS / COST CODING

(Refer to NMG 21)

### 21.1 Geographic Area Coordination Center / Dispatch Centers

#### 21.1.1 Definitions

**A. Geographic Area:** A defined section of real estate for coordination responsibility.

**B. National Coordination Center:** An office that coordinates the movement of resources between Geographic Area Coordination Centers in the United States. The National Center has responsibility for international response, as requested, and activation of U.S. military units.

**C. Geographic Area Coordination Center:** An office that coordinates the mobilization and demobilization of resources between Dispatch Centers within a defined geographic area. The Area Coordination Center has interagency-delegated authority and responsibility to provide incident support in the coordination of resource mobilization and allocation. The Area Coordinating Group directs the Area Coordination Center. Requests and provides support, through the National Interagency Coordination Center, to other Geographical Areas.

**D. Dispatch Center:** An office with the authority and responsibility to assign resources directly to an incident, primarily during initial attack and/or extended incident support. A Dispatch Center should be totally interagency integrated. It has the responsibility for initial attack and incident support at BIA Agencies, BLM Field Offices, FWS Refuges, NPS Parks, USFS Forests, State District levels or any combination of these. Adjoining Dispatch Centers may work direct with each other during initial attack to more effectively obtain closest resources. Dispatch Centers request support from the Geographic Area Coordination Center (GACC) when local and mutual aid resources become committed or unavailable. (Refer to RMG 12.1.4 and 13.3)

**E. Unit:** An agency described administrative area such as a National Forest, National Park or Monument, FWS Refuge, BIA Agency, BLM Field Office, State District, etc.

**F. Neighborhood:** Any Dispatch Center may order Initial Attack resources directly from an adjoining RMA Dispatch Center. Additionally, Dispatch Centers may order resources from approved adjacent RMA Dispatch Centers (neighbors) for extended attack, large fire support, and non-fire incidents in order to support incidents within their own Dispatch Center Zone. (Refer to RMG 21.2.3.1)

**G. Rocky Mountain Area Wide Ordering:** Allows RMA dispatch centers to order resources statused in ROSS directly from one another under certain parameters and rules. (Refer to RMG 21.2.3.5)



### 21.1.2 Rocky Mountain Area Interagency Dispatch Centers

Dispatch Centers	
Casper Interagency Dispatch Center	WY-CPC
Cody Interagency Dispatch Center	WY-CDC
Craig Interagency Dispatch Center	CO-CRC
Durango Interagency Dispatch Center	CO-DRC
Fort Collins Interagency Dispatch Center	CO-FTC
Grand Junction Interagency Dispatch Center	CO-GJC
Great Plains Interagency Dispatch Center	SD-GPC
Montrose Interagency Dispatch Center	CO-MTC
Pueblo Interagency Dispatch Center	CO-PBC
Rawlins Interagency Dispatch Center	WY-RWC

### 21.1.3 Rocky Mountain Area Units

The Rocky Mountain Area Unit identifier tables are available from the National Database of Record found at <http://www.nifc.gov/nicc/logistics/references.htm>.



## **21.2 Ordering Procedures (Refer to NMG 21.2)**

The Rocky Mountain Area Coordination Center (RMC) in conjunction with RMA Interagency Dispatch Centers will follow established ordering channels for incidents, preparedness, severity, wildland, and prescribed fire .

Any Dispatch Center may order Initial Attack resources direct from an adjoining RMA Dispatch Center.

### **21.2.1 Support to Border Fires**

### **21.2.2 Mobilization and Demobilization Information**

### **21.2.3 Neighborhood Ordering**

#### **21.2.3.1 Neighborhood Ordering Definition**

1. Dispatch Centers may order resources from approved adjacent neighbors for extended attack, large fire support, and non-fire incidents; in order to support incidents within their own Dispatch Center Zone. (Refer to RMG 21.2.3.3)
2. Resource Ordering Standards apply for the movement of all resources. This includes Initial Attack procedures, Resource Orders, Commit messages for national & area resources, ROSS travel and reassignment procedures. (Refer to RMG 13.6)
3. All prescribed fire (RX) resources will be ordered using the same dispatch procedures as used for wildfire mobilization.

#### **21.2.3.2 Neighborhood Ordering Procedures**

1. When a resource is unavailable through Neighborhood Ordering, the requesting unit will place the order with RMC. RMC will obtain resources through established dispatch channels. RMC will normally not check with the requesting Dispatch Centers' neighborhood, unless the "Neighborhood Resource Ordering" has been withdrawn.
  - a. Dispatch Centers cannot reassign resources to another Dispatch Center if that resource was originally mobilized through the Neighborhood Policy without the permission of the resource's home Dispatch Center.
  - b. When permission from the Home Unit is granted, a resource may be reassigned from one neighborhood to a second, non-adjacent neighborhood. A copy of the printed ROSS order should be relayed through RMC to the home Dispatch Center.
  - c. If RMC needs a resource which has been mobilized neighbor to neighbor, RMC will place the order with the resource's home Dispatch Center.

2. At a Dispatch Center manager's discretion and with RMC approval, a Dispatch Center may temporarily withdraw their participation in the neighborhood.
3. RMC has the authority to withdraw Neighborhood Ordering. Traditional ordering procedures will be utilized when Neighborhood Ordering is withdrawn. Traditional ordering procedures = Dispatch Center to GACC to Dispatch Center. (Example: CRC to RMC to RWC).

### **21.2.3.3 Rocky Mountain Neighborhood Resource Ordering**

The following list defines the approved neighborhood for each dispatch center.

<b>Dispatch Center</b>	<b>May order directly from:</b>
CDC	CPC, RWC
CPC	CDC, GPC, RWC
CRC	FTC, GJC, RWC
DRC	MTC, PBC
FTC	CRC, PBC, RWC, GPC
GJC	CRC, MTC
GPC	CPC, PBC, FTC
MTC	DRC, GJC, PBC
PBC	DRC, FTC, MTC, GPC
RWC	CDC, CPC, CRC, FTC

All orders/requests will be followed up by a telephone call.

The information transfer of a resource's travel, outside of office hours, will be exchanged via telephone.

A phone call will always be required for confirmation of information received by fax.

Keep a record of who has been contacted within ROSS documentation.



#### 21.2.3.4 RMA Resource Ordering Chart

The following chart describes resource types, the approved ordering method for the preparedness level (PL), and the required notifications.

**IA** = Initial Attack – Any Dispatch Center may order Initial Attack resources from adjoining RMA Dispatch Centers.

**NH** = Neighborhoods - Approved RMA Dispatch Center neighbors.

**RMW** = Rocky Mountain Area Wide Ordering – Ordering is approved beyond the RMA Neighbors.

**RMC** = Place order only to Rocky Mountain Coordination Center.

RESOURCE	RMA PL 1-2	RMA PL 3-5
<b>Teams - Area/National</b>	RMC	RMC
* IMT1 IMT2, FUMT, Buying Teams		
<b>Teams - Local</b>	NH, RMW	NH
IMT3		
GPC Zone IMT2	NH, RMW	GPC only
<b>Misc Overhead</b>	NH, RMW	IA, NH
<b>Crews</b>		
* Type 1	NH, RMW	IA, NH
Type 2, 2 I/A, FUM	NH, RMW	IA, NH
<b>Supplies</b>	NH, RMK	NH, RMK
<b>Equipment/Telecom Supplies</b>		
Non-NFES	NH, RMW	NH
NFES – 4000 Series	RMC	RMC
Cache Vans	RMC	RMC
Engines	IA, NH, RMW	IA, NH
<b>Aircraft – Rotor Wing</b>		
*CWN - Type 1 & 2	RMC	RMC
CWN - Type 3	IA, NH, RMW	IA, NH
*Exclusive Use – Type 1, 2, 3	IA, NH, RMW	IA, NH
<b>Aircraft -Fixed Wing</b>		
* Airtankers, SEATs	IA, NH, RMW	IA, NH
* Lead Planes, Air Attack	IA, NH, RMW	IA, NH
* Smokejumpers	IA, NH, RMW	IA, NH
* Smokejumper Aircraft	IA, NH	RMC, NH
<b>Aircraft - Services</b>		
TFRs, IR Flights, Portable Towers	RMC	RMC

If there is an asterisk\*, a commit message is required.



### 21.2.3.5 Rocky Mountain Area Wide Ordering Definition

To facilitate more efficient movement of resources, balance the workload, and utilize ROSS technology to its fullest potential, the Rocky Mountain Area has implemented **Rocky Mountain Area Wide Ordering (RMW)**. Rocky Mountain Area Wide Ordering will allow all dispatch centers in the RMA to order resources statused in ROSS directly from one another under certain parameters and rules.

Rocky Mountain Area Wide Ordering will be utilized only at RMA Preparedness Levels 1 and 2. At Preparedness Level 3, Rocky Mountain Area Wide Ordering will be “turned off”, and all ordering will be done using traditional neighborhood boundaries and neighborhood dispatching procedures.

All orders for IMTs, FUMTs, BUYTs, and other resources normally obtained through the RMC will continue to be placed with RMC.

Rocky Mountain Area Wide Ordering is authorized within RMA boundaries only, and does not replace existing initial attack agreements and procedures with dispatch offices across geographic area borders. Rocky Mountain Area Wide Ordering does not preclude the “Closest Forces” policy. Each Dispatch Center will be responsible to ensure that closest forces are being used when ordering per National Mobilization Guide direction.

Dispatch Center Managers will monitor the potential impacts of Rocky Mountain Area Wide Ordering. Any dispatch center may withdraw at any time. RMC will remove that center from the overall RMA selection area in ROSS, and return them to their respective neighborhood selection area. If a center chooses to rejoin the Rocky Mountain Area Wide Ordering, RMC will add them to the overall selection area.

RMC has the authority to withdraw Rocky Mountain Area Wide Ordering. Traditional ordering procedures will be utilized when Rocky Mountain Area Wide Ordering and regular Neighborhood ordering is withdrawn.

The RMC Center Manager will monitor the effects of Rocky Mountain Area Wide Ordering and may terminate the test if the process is negatively affecting mobilization and resource utilization within RMA. This decision will be made in consultation with the RMCG Duty Officer and the RMA Dispatch Center Managers.

RMA Dispatch Center Managers and the RMC Center Manager will evaluate the effectiveness of Rocky Mountain Area Wide Ordering on regularly scheduled conference calls. The test period will conclude at the end of the 2006 fire season, and the RMA Dispatch Committee will analyze the results and develop recommendations for 2007 operating procedures.



#### 21.2.3.6 Rocky Mountain Area Wide Ordering Procedures:

1. RMC will change selection areas in ROSS for all dispatch centers from Neighborhood selection areas to the Rocky Mountain Area Wide Ordering selection area.
2. Dispatch Centers will be able to view all resources within RMA that are statused as available for GACC and National assignments.
3. All orders must be placed in ROSS, and followed up with a phone call confirmation. **Keep a record of who has been contacted within ROSS documentation.**
4. Resource requests should be filled in the order they are received. If resource prioritization is necessary, RMC will be contacted and will make priority determination.
5. A dispatch center may withdraw from Rocky Mountain Area Wide Ordering for any reason. The Dispatch Center Manager will contact the RMC Coordinator, who will notify the RMA dispatch centers. RMC will change that dispatch center to the traditional neighborhood selection area. The remaining dispatch centers will continue to operate within the Rocky Mountain Area Wide Ordering selection area.
6. A Dispatch Center Manager may return to Rocky Mountain Area Wide Ordering by notifying the RMC Coordinator. RMC will return that dispatch center to RMA Universal selection area.
7. Non-compliance may result in Rocky Mountain Area Wide Ordering being turned off for that center.
8. Commit messages are required for national & area resources. (Refer to RMG 13.6)

## **21.2.4 Electronic Transfer of Travel Information**

### **21.2.4.1 Resource Ordering and Status System (ROSS) Travel**

All travel information, mobilizing and demobilizing, will be through ROSS using “Travel with Itinerary”.  
(Refer to NMG Ch 21.2.2)

## **21.3 Non-Incident Related Ordering**

(Refer to NMG 21.3; 23.3)

Resource acquisition not related to an incident, preparedness, severity wildland or prescribed fire may also follow standard ordering procedures. The use of appropriate cost coding procedures is required.

Non-incident related Overhead orders require a Detail Request form.

## **21.4 Fire Cost Coding**

(Refer to NMG 21.4)

Fire Codes are issued through the Fire Code System computer program ([www.firecode.gov](http://www.firecode.gov)). Please reference the FireCode Chart Matrix at RMG 21.4.1.

# **ROCKY MOUNTAIN AREA INTERAGENCY INCIDENT MOBILIZATION GUIDE**

**21.4.1 Firecode Chart Matrix – 2006**

<b>CODING Type</b>	<b>BLM</b>	<b>BIA</b>	<b>NPS</b>	<b>FWS</b>	<b>USFS</b>
<b>Fire Suppression (Dispatch Center)</b>	1 FireCode (FC) per Fire  Office Code = 2821-HU-	1 FireCode (FC) per Fire  6 digit org code - 92310 – FC	1 FireCode (FC) per Fire  FC-E11  4 Digit office code-FC-E11	1 FireCode (FC) per Fire  Org Code of Fire 9141-XXXX (Suppression on FWS owned lands.)	1 FireCode (FC) / forest for classes A-D FS fires (unless reimb/bill) 1 FireCode per class E + USFS Fires FS FC preface with P_( _=Region #)  BLM Fires = Preface with “PD” BIA Fires = Preface with “PA” NPS Fires = Preface with “PP” FWS = Preface with “PR” Non Federal = Preface with “PN”
<b>Personnel Time Charges</b>	Fire Funded Personnel Charge base 8 to Office Code: 2810-HU-xxxx.  All other charges to office code 2821-HU-xxxx (See mgt)	Fire Funded Personnel Charge base 8 to 6 Digit Org code.  Applicable program code – FC  All other charges to 6 digit org code – 92310 FC See mgt.	Fire Funded Personnel Charge base 8 to P11 code. All other charges to the FC (See mgt)	Fire Funded Personnel Base 8 - 9131 9131 keep base 8 in 9131  See Fire Account Salary Guide for more detailed info.	Charge <b>all</b> fire time to the FC  Preface with “P_”, “G_”, “S_”, or “H_” ( _=Region#, or _agency code as applicable)
<b>Reimbursable /Billable Fires (Dispatch Center)</b>	1 FireCode per Fire	1 FireCode per Fire 6 Digit Org Code - 92310- FireCode	1 FireCode per Fire	1 FireCode per Fire	1 FireCode per Fire  Preface with “P_” ( _=Region #, _agency code )
<b>FEMA Incidents</b>	FireCode not used	FC not used – BIA-NIFC sets up code	FireCode not used	FireCode not used	FireCode not used - ASC sets up <sup>*2</sup> Preface with “F ” ( _=Region#)
<b>Fire Use Fires (Dispatch Center)</b>	1 FireCode per Fire	1 FireCode per Fire  6 Digit Org Code - 92310- FireCode	1 FireCode per Fire E-12  4 digit office code-firecode-E-12	1 FireCode per Fire	Preface with “G_” ( _=Region#)  <b>(If fire tactics change from Fire Use to Supp. change G to P – use same FC and notify ASC of change)</b>  R2 ABCD Class Fires = G2B6RP 1 FC per Fire E + class Non-FS WFU use “P_” ( _agency code)

<b>CODING Type</b>	<b>BLM</b>	<b>BIA</b>	<b>NPS</b>	<b>FWS</b>	<b>USFS</b>
<b>Severity</b> FireCode is now used by all DOI except BLM.	<b>State Office Code</b> _910-2821-HT-7-  <b>RMA Severity Support:</b> For FY 2006 use CO910-2821-HT-7143  (Each geographic Area has assigned codes for assisting other agencies)	<b>BIA-NIFC FC</b> assign 1 per BIA Unit upon BIA-NIFC approval.  <b>Severity Support</b> Responding unit will use applicable FC for BIA response to non-BIA severity requests. 6 Digit Org Code - 92350- FC	One (FC) for the entire duration of a long-term severity event. Regional office will create and assign the accounting string. FC will NOT be USED for short-term step-up that falls within a parks Fire Mgmt. Plan. The Park will assign a code using on all alpha or all numeric combinations. <b>Severity Support Assist Code:</b> Preassigned for BLM, FS assist within each NPS region.	<b>Emergency Preparedness</b> 9141-PE02 (Region) <b>Severity Packages</b> approved by NIFC – Regional issued FireCode  <b>Severity Support Assist Codes:</b> See Fire Account Salary Guide.	<b>Prior approval required</b> (_ =Region #) Regional - S_1111 + Unit Override Code National - S_9999 + Unit Override Code  Unit Override = Unit with Severity Approval & where assistance was provided.  <b>Severity Support to DOI:</b> Override Code 1502 BIA S70001 BLM S70002 FWS S70003 NPS S70004
<b>BAER (Region)</b>	<b>CSO approval required</b> 2822 Stab- FC 2881Rehab- FC	<b>Stab.</b> – the FC BIA NIFC approved 6 Digit Org Code- 92320-FC <b>Rehab FC</b> - BIA-NIFC approved 6 Digit Org Code- 92B20-FC	<b>BAER Plan approval required by RO/Nat'l</b> E13 Stab. - B11 Rehab B-14 Monitoring treated acres. The FC is carried forward from the fire requiring the treatment.	<b>RO approval&lt;\$500K Chief, NRS approval &gt;\$500K</b>  <b>Emerg. Stabilization=</b> 9142 + FireCode <b>BAER=9262 - FireCode</b>	<b>RO approval required</b> Baer Assessment Preface with H_ =H2B6RZ (R2 CODE) Baer <b>Implementation</b> H2xxxx X = <b>Mirror Incident Firecode</b> (Notify ASC once plan is approved)
<b>AD / EFF Training/WC</b>	BLM-NIFC assigns for the BLM National Office Code. <b>2821-HT-AZA1</b>	BIA-NIFC will assign 1 FC for each BIA regional Office 6 Digit Org Code- 92310-FC	NPS-NIFC assigns for the NPS-National = <b>AZA1</b>	National Code = <b>AZA1</b>	Regional - <b>P2B6R8</b>

The term “Firecode” represents a 4 character Alpha-Numeric computer generated accounting code for cost accounting.

All federal agencies will use the same assigned “Firecode” placed appropriately within their agencies accounting code.

For USFS Payroll and Travel Vouchers use YOUR Home Unit (not the fire unit) override code with the Firecode.

(\*1) Unique FireCodes will be issued for trespass fires, billable/reimbursable fires, fires of suspicious origin (arson) and/or for fires of size class E and greater fires.

(\*2) ASC – Albuquerque Service Center, USDA FS centralized payment center. ASC issues certain codes, manages FS FireCodes and enters in FFIS.



## **21.4.2 Fire Cost Coding - Agencies**

- 21.4.2.1 BLM** (Refer to NMG 21.4.1)
- 21.4.2.2 BIA** (Refer to NMG 21.4.2)
- 21.4.2.3 NPS** (Refer to NMG 21.4.3)
- 21.4.2.4 FWS** (Refer to NMG 21.4.4)
- 21.4.2.5 USFS** (Refer to NMG 21.4.5)

## **21.4.3 Non-Fire Incident Funding**

(Refer to IIBMH. 52)

Non-fire incident funding agreements must be in place. Resource Orders must be placed with appropriate management codes.

## **21.5 Resource Availability and Tracking**

The movement of resources between units shall require that both sending and receiving units be responsible for safety of the resources involved. The following guidelines will assist with the orderly movement of resources.

- A. Resources dispatched both internally and externally shall be tracked using the Chief of Party guidelines. (Refer to RMG 62.8 & NMG 62.8).
- B. It is the responsibility of the sending Dispatch Center to make all incident travel arrangements for mobilizing resources. The receiving unit is responsible for the demobilization travel arrangements.
- C. Resource tracking and availability will follow individual Dispatch Center's Operating Plans.
- D. ROSS (Resource Ordering and Status System) will be used to track the movement, commitment, availability, and unavailability of area and national resources. Dispatch Centers are responsible for the current updating of this information for all area and national resources physically located within their area of influence.

For overhead availability tracking, "Incident Qualification Card (red carded)" individuals are required to report their availability status for incident assignments, according to each Dispatch Center's Operating Plan, in order to be considered for a dispatch to an assignment.

E. Depending on their Dispatch Center's policy, individual overhead may report their availability by utilizing the "self-status" option in ROSS. To access ROSS, click on the ROSS icon on the RMA website: <http://gacc.nifc.gov/rmcc/>. For help on ROSS Web Status, contact your local dispatch office.

F. All Incident Management Team Members should show their availability as "Available Local." (Refer to RMG 22.9.1 – N.)



## **22 OVERHEAD/CREWS**

(Refer to NMG 22)

### **22.1 Overhead Mobilization & Demobilization**

All personnel should carry some form of a valid photo identification while traveling to and from incident assignments. This will assist mobilization/demobilization if by commercial airlines. All personnel are required to carry a current Incident Qualification Card (red card) reflecting the position they are being mobilized for.

To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 hrs and 2200 hrs.

#### **22.1.1 Standard Cubes, Weight, and Gear Policy for all Personnel**

(Excluding Smokejumpers, Rappellers and CWN Helicopter Managers) (Refer to RMG 13.8; NMG 13.8;62.6)

#### **22.1.2 Emergency Driving**

Employees must have a valid state driver's license in their possession for the appropriate vehicle class before operating the vehicle.

No driver will drive more than 10 hours (behind the wheel) within any duty-day.

For Non-Commercial Driving License (CDL) driving, current national interagency work-rest policy serves as duty-day limitation and driver rest requirements. Duty day will not exceed 16 hours for non-CDL drivers.

All driving requiring CDL will be performed in accordance with applicable Department of Transportation regulations found in 49 CFR 383, 390-397 and all state traffic regulations. (No driver of a vehicle requiring a CDL will drive the vehicle after 16 hours on duty during any duty-day.) Exceptions: An additional 2 hours of driving time may be added if: a driver encounters adverse driving conditions, unforeseen emergency situations (breakdown), or to ensure the safety of personnel.

Multiple drivers in a single vehicle may drive up to the duty-day limitation providing that no driver exceed the individual driving (behind the wheel) time limitation of 10 hours.

Drivers are responsible to follow these policies and it is the supervisor's responsibility to ensure that employees adhere to the proper driving limitations and monitor employee fatigue.

#### **22.1.3 Non-emergency Driving Limitations**

These limitations are agency specific and need to refer to respective agency policy, normally found in agency safety and occupational health handbooks.

#### **22.1.4 Work and Rest Guidelines**

(RMG 13.1, NMG 13.1; IIBMH 12)

Management of rest for overhead, crews, and support personnel to assure safe, productive fire suppression activities are a basic responsibility of fire management personnel at all levels. Performance evaluations and ratings should include an evaluation of management and compliance with work/rest guidelines.

The following are guidelines, but should be utilized in decision making to assure adequate rest for fire suppression personnel.

Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The Time Officer's/Unit Leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy and contracts if more restrictive.

To determine "Length of Assignment", "R&R", and "Days Off" refer to NMG 13, IIBMH 12, and RMG 13.

#### **22.1.5 Performance Ratings**

Copies of deficient performance ratings should be provided to the local unit FMO and the Dispatch Center Manager upon return from each assignment.

Incidents involving employee conduct and ethics violations will be referred immediately to the local agency administrator by the Incident Commander. Simultaneously, the Incident Commander will contact the appropriate operations committee officer or agency operations committee representative.

Contractor performance ratings are required on all equipment. Dispatch centers will inform the Incident Agency representative of the requirement and provide the rating form at the time of dispatch.



## **22.1.6 Mobilization Center Criteria**

### **22.1.6.1 Definitions**

**Mobilization Center** - An off incident location at which personnel and equipment are temporarily located pending assignment, release, or reassignment.

**Staging Area** – That location where incident personnel and equipment are assigned on a 3-minute response, availability status.

RMA Mob Centers will be activated by the RMCG, normally within PL 4 or 5.

RMC is responsible for ordering and the Mob Center Manager is responsible for the Mob Center's operational oversight.

Dispatch centers should pre-identify locations to facilitate opportunities for the prepositioning of resources during severe conditions and high levels of mobilization.

Three levels have been identified. Levels are based on physical size of facility, transportation systems (Commercial Air Service/Buses) and ability to properly support total numbers of personnel.

**Level 1 = 20+ crews**

**Level 2 = 6-20 crews**

**Level 3 = 1-5 crews**

Level 3 Mob Centers are normally activated and supported by a local area, to meet a local area's needs.

Level 1 and level 2 Mob Centers are activated and supported by the RMA to meet the needs of the RMA.

### **22.1.6.2 Mob Center Operations Criteria**

Items to consider when operating a Mob Center include:

- 1 **Feeding** capability (local or on-site)
- 2 **Sanitation:** service contract for portable toilets, and hand/face washing
- 3 **Gray water** pumping for kitchen, if on-site
- 4 **Showers** available (on-site or local i.e., school, armory)
- 5 **Shelter Day/Night:** for sleeping, shade, inclement weather, lighting
- 6 **Communications:** internal (loudspeaker), external sites, radios, fax, phones for contact with dispatch, recreation facilities, etc.
- 7 **Security** (day and night)
- 8 **Transportation arrangements:** mob center/airport, to incidents, etc.
- 9 **Supplies** - minimal cache
- 10 **Medical** station: first aid capability only

11 **Support Personnel** (minimal needs):

12 Suggested staffing with a STAM, FACL, GSUL, SUPL, CAMP, SEC2, EMTs, SOFR & PTRC.

This list can be reduced or expanded with the size of the mob center.

**22.1.7 Demobilization**  
(Refer to NMG 22.1)

**22.1.7.1 Demobilization Planning**

Demobilization shall be carried out in an orderly manner to accomplish a cost effective program commensurate with efficient and effective organization practices.

**22.1.7.2 Demobilization Responsibilities**

**A. General Demobilization Guidelines**

1. Any demobilization plan prepared and approved by Area Command and IMT, or the local unit will be distributed to affected Unit or Expanded Dispatch and to the RMC at least 24 hours prior to any releases. Reassignment potential will be addressed in this plan.
2. Hold all resources at the base or staging area until travel arrangements can be made or cleared by the logistics dispatch system.
3. Group crews and overhead for common destination as much as possible to minimize transportation costs. Place grouped resources on same shifts 24 hours prior to intended release.
4. Assure that Area and Unit priorities for release are met (through established dispatch channels).
5. Attempt to assure that personnel shall arrive at their home station by 2200 home station time.
6. Ensure crews are properly equipped with meals for the duration of their travel home, or arrangements have been made prior to travel.

**B. Incident/Unit Dispatchers**

1. Assist incident team in demobilization planning.
2. The demobilization plan will be distributed to Unit and Dispatch Center dispatchers, and the RMC 24 hours prior to any releases.
3. Assure that Unit and Area priorities for release are met.
4. Keep Dispatch Centers informed of demobilization plans, progress, and changes. Center Managers or EDSP's should sign off on demob plans.
5. Arrange staging and transportation as necessary.
6. Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of problems and progress (i.e., Fixed

Wing Base Manager, etc.).

7. Make sure resource orders are kept current for all releases.

**C. Dispatch Center Dispatcher**

1. Determine dispatch center priorities for release and relay to incident unit and RMC.
2. Assure that Unit and Area priorities for release are met.
3. Relay demobilization plans to RMC.
4. Keep RMC and Dispatch Center's home units informed of demob process.
5. Arrange for transportation and staging as necessary.

**D. Rocky Mountain Area Coordination Center**

1. Priorities for the demobilization of resources will be made in conjunction with either the local or geographic area MAC group if activated. If Area Command is in place, priorities will be coordinated between the Area Commander and MAC. These priorities will then be transmitted to the Dispatch Centers and/or Expanded Dispatch.
2. Approved Demobilization Plans will be forwarded to NIC and other Dispatch Centers for potential reassignments and current status of the demobilization process.
3. Transportation will only be arranged as necessary and requested through the normal dispatch procedures.

**E. Home or Support Unit Dispatchers**

1. Arrange for 24-hour communication, if necessary.
2. Schedule transportation as required.
3. Arrange to have service representatives at departure/arrival points to keep the dispatcher informed of progress.
4. Order ADO team if necessary.
5. Notify Dispatch Center and/or RMC, through established dispatch channels, if resources do not arrive at home within a reasonable time of their scheduled arrival.

### **22.1.7.3 Release Priority Guidelines**

The following release priorities may be influenced by incident needs; however, the following shall normally apply for a single incident unless otherwise notified:

#### **A. Crews**

1. Any crews that have been on duty 10 to 14 days without a day off.
2. Out of Area hotshot crews (Type 1)
3. Area hotshot crews and smokejumpers (Type 1)
4. Out of Area agency regulars (Type 2)
5. Area agency regulars (Type 2)
6. Organized crews and in area contract crews (Types 2 and 3)

#### **B. Helicopters:**

1. Within Area helicopters required for initial attack at home unit due to fire activity or potential thereof.
2. CWN or rental agreement.
3. Out-of-Area contract helicopters.
4. Within Area contract helicopters not required for initial attack.

#### **C. Radios: (Refer to NMG 23.4.2)**

1. Assemble National Fire Cache Radio Command & Logistic Systems and ship to RMK in Lakewood or NIRSC in Boise via airfreight or charter aircraft as soon as possible. Coordinate with Dispatch Center and Area Coordination Centers on transportation.
2. DO NOT hold radios on Unit. They must be returned to NIRSC for refurbishing for next fire.

#### **D. Fire Cache Equipment and Supplies:**

1. Local unit/dispatch zone cache items
2. Local cooperators cache items
3. RMK (national) cache items

#### **E. Water Tenders or Engines:**

1. Local unit's need for initial attack.
2. Local cooperators and other units needed for initial attack.
3. Out-of-Area engines.
4. Local cooperator and other units not needed for initial attack.
5. Local units not needed for initial attack.

#### **F. Heavy Equipment:**

Same release as in “E” above. National Guard (NG) equipment should be released as soon as local resources can handle or replace equipment. NG equipment will not be held for mop up assignments.

#### **G. Overhead:**

Overhead releases shall be as required by the incident management team and the local unit’s needs. Strive to consolidate overhead in groups of common destinations.

### **22.2 Crews**

(Refer to RMG 13.8, RMG 62, NMG 22.2 & 62)

A. Crews will be ordered by type. Four types exist for National or Interagency assignments.

Crew Types are:

Type 1

Type 2

Type 2 IA (with initial attack capability)

Type 3

B. Refer to NMG 62.2 for minimum crew standards for national mobilization. Standard crew size is 20 persons maximum and 18 persons minimum including crew boss, crew representatives, and trainees. Refer to RMG 13.8 for crew weight/gear limitations. Total crew weight may not exceed 5100 lbs.

C. RMC shall endeavor to rotate crew fire assignments to maintain currency in fire fighting forces.

D. Type 1 Crews will be notified if they are being held within region due to drawdown levels.

E. Crews traveling by air should always be prepared to ship the saws if the airline does not accept them.

F. When 4 (four) or more crews are mobilized out of the area, an Interagency Resource Representatives (IARR) will be ordered by RMC. (Refer to NMG 22.2 & 410-1 NWCG Fireline Handbook, Ch 11.)

G. When mobilizing crews outside their dispatch zones, a manifest is required.

### **22.3 Interagency Fire Use Modules**

(Refer to NMG 22.3)





## **22.4 Smokejumpers**

(Refer to NMG 22.4 & NMG 43)

Rocky Mountain Area has a contingent of 12 smokejumpers and one aircraft. The smokejumpers will be dedicated RMA resources from approximately June 1 through September 30.

When the RMA contingent is located in Boise, RMC Coordinator on Duty (COD) will deal directly with the Smokejumper Duty Officer in Boise for pre and post season movement of the smokejumpers.

RMC will monitor the RMA severity and fire situation closely and preposition smokejumpers as necessary.

Adjacent dispatch centers may order smokejumpers for initial attack directly from the unit hosting the smokejumpers. If smokejumpers are not available, the ordering unit will place the smokejumper order with the GACC.

Booster reinforcements of smokejumpers will be ordered by RMC.

I.A. orders for smokejumpers are done on an Aircraft Resource Order in the RMA. Refer to NMG 22.4 for more information on ordering Smokejumper IA and Booster Loads.

If Initial Attack Smokejumper order has to be filled through NIC due to lack of resources in RMA, the order will be placed to RMC according to national guidelines.

## **22.5 Helicopter Modules**

(Refer to NMG 22.5)

The RMA requires that a qualified Helicopter Module be attached to all CWN helicopters used on interagency incidents within the RMA. Any trainees would be in addition to the qualified module. Staffing for standard category aircraft used in a limited capacity must be authorized by the Agency Aviation Manager at the state or regional level.

CWN helicopters and modules will “marry up” **prior** to going to an incident at an identified, specific location (i.e., airport, FBO, etc).

## **22.6 Communications Coordinator**

(Refer to NMG 22.6)

A Frequency Coordinator will be ordered in the RMA during Preparedness Levels 4 -5. (Refer to NIRSC Users Guide, Comm. Coordinator, pg. 10)

## **22.7 Incident Meteorologists (IMET)**

(Refer to NMG 22.7, RMG 23.5)

An Incident Meteorologist (IMET) will be ordered by each Type 1 Incident within the Rocky Mountain Area. This will happen in conjunction with an Advanced Technology Meteorological Unit, (ATMU - NFES 1836) request.

## **22.8 Cache Support Positions**

(Refer to NMG 22.8)

More information can be found in the RMK Cache Operating Plan.

## **22.9 Incident Management Teams (IMT)**

National Type 1 Team Rotation Procedures can be found in NMG 22.9 and 63.

1. RMA will sponsor one Type 1 IMT (short or long), two Type 2 IMTs (short or long), and one Fire Use Management Team. (FUMT)
2. Each team member will be assigned an individual overhead request. (Examples: O-22.17 Pete Blume, O-22.30 Flint Cheney, etc)
3. Team members are assigned to their team and will not accept miscellaneous overhead assignments (freelance), unless pre-approved by the Incident Commander (IC) and Center Manager.
4. The IC will not be permitted to freelance.
5. The personnel listed as Alternates for Type 1 and 2 positions will have high priority for dispatch to positions they are qualified for when requests for miscellaneous overhead are received or when vacancies on the team need to be filled.
6. The Great Basin Geographic Area and the Rocky Mountain Geographic Area have three (3) Type 1 IMTs on both a combined Great Basin/Rocky Mountain rotation and the National rotation.
7. These teams are available for dispatch internally between the Great Basin and Rocky Mountain geographic areas and nationally.
8. When mobilizing an IMT1 between the RM and GB areas, the IMT1 position requests may initially be placed direct (GACC to GACC), however, once complete, a copy of the order must be sent to NIC.
9. The combined Great Basin/Rocky Mountain Type 1 IMTs will be identified on the National Rotation (three separate rotation positions) as “ROCKY BASIN”.
10. Eastern Great Basin Coordination Center (EBC) is responsible for coordination of the Rocky Basin IMT national rotation.
11. EBC will serve as the primary contact for NIC for the on-call status of the Rocky Basin teams.
12. It is the responsibility of the IC’s GACC to notify NIC and cooperating GACCs of internal commitment of a team.
13. Two Type 1 teams may be committed within the Rocky Mountain Geographic Area before the Coordination Center must go to NIC and obtain additional team(s) from the National Roster.
14. The RMA IMT’s Standard Operating Guides are modified and available through the RMA IMT IC’s and Operations Committee. RMC will retain a current copy of each team’s current Standard Operating Guide.

## **22.9.1 Rocky Mountain IMT General Operating Guidelines**

### **A. Purpose and general guidelines**

1. Rocky Mountain Incident Management Teams (IMTs) are formed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators within the Area in the management of complex wildland fires. The teams may be dispatched to any kind of incident. Type 1 teams participate in a national rotation as one of the Rocky Basin teams.
2. When assigned, Incident Management Teams serve the Administrator(s) of a local administrative unit or a group of units and will abide by the policies of the agencies for which service is being provided.
3. Incident Management Teams will apply the guidelines given in the NWCG Fireline Handbook and the Redbook (Interagency Standards for Fire and Fire Aviation Operations) to assure safe and effective management strategies and tactics.
4. At the conclusion of each assignment, RMA Incident Commanders should be provided a written team evaluation from the responsible agency administrator or Area Commander. A copy of each evaluation should be provided to the Rocky Mountain Center Manager upon return. The Center Manager will in turn provide a copy to the Chairperson of the Operations Committee for review.
5. RMC will be responsible for maintaining current and historical team records.
6. It is an expectation that qualified fire personnel within the RMA with critical skills will first make a commitment to the needs of the Rocky Mountain Incident Management Teams. Should an RMA agency employee or sponsored AD wish to participate on another geographic area IMT, that individual will be required to submit a written request through their local unit to their agency Operations Committee representative. The request will then be forwarded to RMCG for review, approval, or disapproval. In the event an employee moves into the RMA having already made a commitment to an out-of-area team, a similar notification following the above process should be made.



### **B. Team oversight**

The Rocky Mountain Fire Operations Committee provides oversight and management for Rocky Mountain Incident Management teams.

An Operations Officer from the Operations Committee will be assigned for the RMA teams throughout the year and will be noted on the Daily Morning Report. (Refer to RMG 25.9)

1. To assist in evaluation of team performance, following an assignment and no later than October 15<sup>th</sup> each year, Incident Commanders will provide the following records for each incident to the RMA Coordinator and the RMA Operations Committee Chairperson:
  - a. Team Narrative of actions on the incident during period of assignment, including daily and cumulative cost summaries.
  - b. Team evaluations by Agency Administrator or Area Commander as appropriate.
  - c. Summary status of assigned trainees.
2. Performance evaluations will only be completed for:
  - a. Outstanding individual performance and/or recommendations for advancement to higher position levels.
  - b. Deficient performance, the need for additional training, or recommendation for an individual to be moved to a lower position level.
  - c. Trainees
  - d. Any person who specifically requests evaluation.
3. The Incident Commander will immediately address and document all position performance problems in conjunction with the appropriate Section Chief and/or immediate work supervisor on the incident (Unit Leader, Division Supervisor, etc.) Issues related to the responsibility of the Human Resource Specialist will be referred to this position for resolution assistance. Copies of all unsatisfactory team member individual performance ratings should be provided to the Chair of the Operations Committee upon return from each assignment. The Chair will use the process defined within the Committee's Charter and Operating Guidelines regarding any further actions to be taken.

Incidents involving employee conduct or ethics violations will be referred immediately to the employee's local agency administrator by the Incident Commander. At the same time, the Incident Commander will contact the Chair of the Operations Committee and the Agency's operations committee representative.

In the event an Operations Committee member (other than the Incident Commander or Deputy) is asked to assist in a review of a fellow IMT member's performance or conduct issue, that representative will abstain from participation if he or she is a member of the same IMT as the employee being reviewed. An alternate committee member will be asked to participate.

#### **C. Team member qualifications and selection**

1. All IMT members will meet their agency's minimum qualification standards for the position(s) being applied for.

2. The Operations Committee will solicit applications for Incident Commanders and Deputies as vacancies occur, and/or at the beginning of the three year commitment cycle. RMCG will approve or disapprove final recommendations. The Incident Commanders in conjunction with the Operations Committee will select the balance of team membership that will receive final review and concurrence by RMCG.
3. All primary IMT members will be selected for a three (3) year IMT commitment period after which all members will need to re-apply. Team members may re-apply and be selected for a second consecutive three (3) year period (6 years total) after which time they must apply for a different IMT position. In the event there are no applicants for a position, a former IMT member may apply and be considered for an additional one to three (1-3) year period.
4. An IMT member who cannot complete the period of commitment will notify their respective agency Operations Committee representative following notification to his/her Incident Commander. An evaluation of potential job sharing or replacement will be evaluated between the IC, RMC Center Manager, and Ops Committee representative.
5. After Primary IMT positions are selected, the remaining qualified Command & General Staff applicants will be placed on the "Unassigned Command & General Staff List". (RMG 68.5)
6. Ordinarily, T2 Command and General staff qualified individuals will not be assigned to a T1 IMT in any capacity (including trainee) until such time they have completed a minimum of one year service as a primary Command and General staff member on a T2 IMT.
7. Complete team rosters will be provided to the Rocky Mountain Area Coordination Center (RMC) by the Operations Committee to be published annually in the Rocky Mountain Area Interagency Incident Mobilization Guide.
8. Primary team positions that are held by an AD will be reviewed annually. Consideration will be given to replace the AD with a qualified agency applicant.

**D. Team member recruitment and nomination process.**

1. A team member recruitment notice will be issued annually by the operations committee. Each agency will be responsible for dissemination of information within their agency in a timely fashion.
2. Candidates available for team selection will gain approval from their appropriate supervisor for participation for the three-year commitment period or the remaining balance of a current 3-year term.
3. Incident Commanders will inform the Operations Committee and the RMC Center Manager of anticipated team vacancies prior to recruitment notice preparation, if vacancies develop during the 3-year



IMT commitment.

4. **Recruitment and Nomination Process Timetable:**

- 9/1 Recruit IC, Deputy IC and Trainee ICs.
- 10/1 Apps close for IC, Deputy IC and Trainee ICs.
- 10/15 Recommendations to RMCG by Operations Committee.
- 10/31 RMCG selection of IC, Deputy and Trainee ICs.
- 11/1 Apps for team positions sent out – Recruitment continues.
- 12/1 Team apps due to Operations Committee Representatives.
- 1/10 Data Entry complete for team apps by the Operations Committee Representatives.

**Prior to Jan. Ops. Comm. Mtg.:** Sub-committee makes tentative team selections.

**January Ops. Com. Meeting:** Operations Committee completes recommended team selections.

- 2/1 Recommended team selections to RMCG for approval.
- 2/15 RMCG approves team selection.

**E. Tracking and Mobilization of IMTs**

RMC will coordinate the mobilization of the Incident Management Teams.

**1. STEP 1: BEFORE ROSTER**

- a. RMC will maintain the team rotations as per EBC guidance.
- b. RMC notifies appropriate IC of changes in Current-On-Call status outside of established rotation dates.
- c. The IC will identify and designate 2-3 team members to receive specific ROSS training. ICs will coordinate the training with RMC. Individuals that maintain rosters in ROSS will need to have a thorough understanding of ROSS and the Roster function in ROSS.

**2. STEP 2: BUILD ROSTER (with Alternates)**

- a. IC or designee will coordinate with RMC in maintaining the team roster in ROSS.
- b. IC or designee will confirm team member availability and job share positions. (Refer to RMG 22.9.1 – J).
- c. IC or designee, in coordination with Section Chiefs, will fill vacancies with identified substitutions.
- d. IC or designee, in coordination with Section Chiefs, will search ROSS to fill vacancies. IC will make direct calls to individuals. Assistance in filling vacancies is also available from local centers.
- e. IC and RMC Center Manager will determine if team listing meets minimum staffing (RMC will fill vacancies through NIC at time of order).
- f. RMC will post the Current-On-Call Roster on the RMC website

and email dispatch centers.

### **3. STEP 3: GETTING AN ORDER**

#### **a. POTENTIAL ORDER**

1. RMC notifies IC and Dispatch Centers of potential team order. ICs and Dispatch Centers MAY implement internal “Phone Trees” and contacts based on “Potential Order”.
2. IC emphasizes that order is “potential” and no action is taken until “official” order is received.
3. NO mobilization actions occur. No phone calls to Dispatch Centers by team members should occur.
4. IC or team designee needs to assure that ROSS Roster is the final one in order for RMC to fill the ROSS order.

#### **b. OFFICIAL ORDER**

To meet work rest guidelines, no team notification or mobilization will occur between the hours of 2300 and 0500.

Between the hours of 2200 and 2300, the IC will be notified, but no mobilization will occur.

1. RMC will notify IC and Dispatch Centers of placed order for team.
2. The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel.
3. IC will then advise RMC, who now passes on the date and time needed, as well as the travel mode, to the dispatch centers.
4. If decision is to fly the team, RMC will coordinate with the dispatch centers regarding charter flights.
5. RMC will complete team mob checklist and relay to Dispatch Centers.
6. ICs will implement internal team “phone tree”.
7. After one hour has passed since RMC has received the official order, it is permissible for an IMT member to contact his/her dispatch office to gather information on what is known about the outstanding Resource Order, pass travel itinerary, etc, and then begin travel.
8. All travel is to be in close coordination with home Dispatch Center. While en route to the incident, the individual and Dispatch Center will maintain contact to confirm the request number and any other outstanding information, as it becomes available.

#### **c. Checklist for Official Orders**

1. What is the Requesting Unit’s “Preferred Transportation” for IMT? Fly or Drive? What is the closest jetport if flying?

2. When is the initial team briefing to be held? Where is it to be held? Get the address.
3. Are “Rental Cars” authorized? If yes, for whom?
4. Is the “Date and Time Needed” negotiable?
5. Are ADs authorized? Are there any limitations? Example: California will not allow incoming teams to have ADs on the command and general staff.
6. Trainees:
  - a. How many are authorized to accompany team?
  - b. Are trainees authorized for miscellaneous Overhead?
7. Are there special conditions? Example: a team member meeting up with the team several days later.
8. S-520 Mentoring Program. Has the IC checked with the host agency about this? Coordinate the ordering details with the affected personnel.
9. Short or long team if out of area.

#### 4. STEP 4: TRAVEL

1. Document and relay “Mode of Travel” to Dispatch Centers (via checklist).
2. Work/Rest ratios will be followed by individual team members and will be documented in team SOPs.
3. **There will be no travel** before “official” resource order is received at RMC.
4. Dispatch Centers will call RMC to get verbal authorization to travel if the official team order has not been processed after one hour.
5. Team members will notify home Dispatch Center of travel plans before leaving. This includes vehicle IDs, ETD, ETA, RON locations. (RON = remain overnight) Cellular phone #'s.
6. Receiving unit is responsible for the return travel.



#### F. Team configuration

Guidelines for the configuration of the RMA Type 1 IMT and the Type 2 IMTs will follow guidelines specified in the NMG 63.1. Current RMA IMT rosters in the Mob Guide reflect the number of positions reflected in the NMG 63.1.1. IMT configuration and size for assignments within the RMA are reflected separately in the RMA Mob Guide as approved by the RMCG.

1. Units within the RMA will order teams by Type (1, 2 or FUMT). A long team configuration for both Type 1 and Type 2 will be the normal response within RMA, unless the requesting unit specifically requests a short team. (Total of 10 positions, C&GS, Refer to NMG



63.1.1. FUMT's will follow guidelines in the NMG 63.3.)

2. IMTs dispatched outside the RMA will follow the configuration as stated in the NMG 63.1.1. The mobilization of additional positions at the time of dispatch will only be made with the authorization of the receiving Agency Administrator after consultation with the Incident Commander.
3. The RMA Type 1 IMT will be statused and maintained in a long team configuration based on rosters identified for both in and out of geographic area assignments in the RMA Mob Guide. (Refer to RMG 68.4.2)
4. If a short team is mobilized, the remaining long team members (Type 1 & 2) will be kept on-call for a period of 24 hours. After 24 hours, these members will be made available for single resource assignments.

#### **G. Trainees**

Every effort will be made to dispatch trainees in the order that has been prioritized by the operations committee. (Refer to RMG 68.6)

1. Within the RMA, the Operations Committee will approve designated trainees that are attached to the IMTs. For national dispatches, six (6) trainees are allowed for the Type 1 team and the number of trainees will be negotiated for Type 2 teams. Dispatch of additional trainees requires approval of the ordering unit and will be negotiated for acceptance by the IC. Prior to mobilization, Coordination Centers will make every effort to find substitutes for those trainees unavailable due to on-call rotation.

With the approval of the IC as coordinated with RMC, assigned trainees are available for miscellaneous overhead assignments that provide equivalent experience at the specified trainee level. If approved by the IC, trainees attached to the teams will be the highest priority for equivalent assignments.

2. RMC will maintain priority lists of shortage positions and trainees as provided by the Operations Committee by Feb. 15<sup>th</sup>. RMC must be notified of an individual's unavailability prior to mobilization. In the event that the assigned trainee is not available for their on-call period, the IC or designee will automatically fill IMT trainee slots with another on the trainee list. These lists will also be used to fill requests for individual overhead trainee positions.
3. Trainees are not permanent team members. Upon fulfilling the on-the-job requirements, an assigned trainee has completed their time with the team, and a new trainee will be assigned. The newly qualified individual may be assigned to an existing IMT vacancy for the remainder of that season and will be required to apply for that position for the subsequent fire season. If no vacancy is available, the

individual will be placed on the alternate list.

4. Documentation of all trainee/mentored assignments will be completed prior to incident demobilization and will include Task Books and a formal performance rating. The Incident Commander is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit and Chair of the Operations Committee. The Chair of the Operations Committee will coordinate with the RMC Coordinator and the IC regarding the assignment of former trainees to IMT vacancies, to the RMA Alternate List, and with the employee's home agency in the event there are performance issues.



#### **H. Substitutes & Alternates of Unassigned Command & General Staff**

1. The RM Type 1 and 2 teams will be considered ineligible for assignments if both the assigned IC or Deputy is unavailable, or if more than two Command/General Staff positions cannot be filled.

Command/General Staff includes an IC, SOF, PIO, OSC, PSC, LSC, and FSC.

2. Substitution of IMT members during assigned availability periods will be made by the IC or designee based on the Availability lists. Every effort will be made to substitute any team position within the IMT respective geographic area.
3. Generally, substitutes will be assigned for the entire remaining call-out period.

#### **I. S-520 Mentoring Program**

1. RMA has adopted a mentoring program for S-520 applicants to enhance their skills and increase learning opportunity by successful completion of the course. S-520 candidates will be assigned to the Type 1 Team and will go out with the team as opportunity arises. The IC will coordinate the use with the host agency. (Refer to RMG 22.9.1 – E – 3 – c - 8.)
2. The intent of S-520 applicants participating in the mentoring program on a Type 1 team assignment is not to function as a trainee working on a Task Book. Rather it is to allow the applicant to spend quality time on an actual incident with each of the Command & General Staff positions observing team dynamics, position roles and interrelationships.
3. In addition, each applicant should be provided with contact information for individual(s) currently qualified for the position to which they're applying. The applicant should be encouraged to contact that individual(s) with any questions or concerns that may arise during the mentoring process.

## **J. Job Sharing**

1. Job Sharing of primary team positions has been adopted by RMA to facilitate individual work commitments while maintaining team availability and continuity.
2. Job Sharing will be identified on the individual(s) application and will be considered by the Operations Committee in their normal team selection process.
3. Following RMA procedure (Refer to RMG 22.9.1–E–2), only one individual will be placed in the shared position on the team roster per call-out period. Job Share positions and individuals will be identified as such on team roster. (Refer to RMG 68.4.2 & 68.4.3)

## **K. Replacing assigned team members**

1. Incident Commanders will contact the Operations Committee Chair and RM Center manager to request permanent replacement of an assigned team member. The request will include the reason for the request and names of suitable replacements.
2. The Center manager will obtain a list of qualified replacements and notify the Ops Committee Chair. The Ops Committee Chair will contact committee members regarding the request, gain consensus for the replacement, and notify RMC of the replacement request result.

## **L. Incident Commander input to Rocky Mountain Coordination Group**

Incident Commanders are encouraged to attend all RMCG and Operations Committee meetings.

## **M. Team rotation and assignment**

### **1. Type 1 Teams**

- a. Type 1 Team will maintain year-round availability.
- b. Yearly rosters for IMT1 will be effective from 4/1-3/31 each year to account for annual selection updates.
- c. The 3 Rocky Basin (defined below) IMT1s will be on one-week on-call rotations for the RM and GB areas.

On-call time schedules for the IMT1 rotations (which may be adjusted by the Center manager as the situation dictates) include:

- 1<sup>st</sup> position on rotation list – 2 hour on-call;
- 2<sup>nd</sup> – 8 hour on-call;
- 3<sup>rd</sup> – 24 hour on-call.

- d. GB/RM IMT1 rotation and availability within the areas will be simultaneous with the National on-call rotation. The National rotation will have three slots identified as “**Rocky Basin**” representing the two “Great Basin” teams and the one “Rocky



Mountain”. The team on-call internally between the two areas will be the team up on national call.

Once a team has been mobilized, the next team on rotation will fill the remainder of that call-out period and their own scheduled on-call period, so that the scheduled rotation remains the same. If a team is mob/demobed within their on-call period, that team will resume their on-call status, unless otherwise notified.

## **2. Type 2 Teams**

a. The Type 2 teams will normally be on-call for dispatch between the approximate dates of 5/1- 10/15. Yearly rosters for IMT2 will be effective from 5/1 -10/15 each year to account for annual selection updates. The 2 RMA IMT2 will be on two-week on-call rotation. (Refer to RMG 68.4 for rotation schedules.)

b. Once the second IMT2 has been called, the Center Manager in conjunction with the RMCG, or the MAC Coordinator, will make the determination on establishing a third RMA Type 2 Team using the alternate listing or to defer to NIC for subsequent dispatches of Type 2 needs.

c. On-call time schedules for the IMT rotations are the same as for the IMT1 above.

d. Incident Commanders will inform RMC of team availability upon release and demobilization from an assignment. Return to call up status will be negotiated with the Center Manager. Teams will normally be provided 24 hours between assignments and such time as required to adequately meet work/rest guidelines.

e. GPC is hosting a zone Type 2 team for the 2006 field season. During GPC's PL's 1 & 2, the team may be available to the RMA. Refer to GPC Mobilization Guide for further information.



## **N. Availability**

1. The Incident Commander and Center manager will complete a review of any individual who is unavailable for more than two (or portions thereof) “on call” periods and that had not been approved in advance by the IC. Recommendations resulting from these reviews will be forwarded to the Operations Committee Chair.

2. Team members are expected to monitor their IMTs on-call rotation schedule and will be considered available and expected to respond to dispatches. Dispatch Centers will not alter an IMT member's status when performing a weekly or bi-weekly ROSS status sweep. **Availability within ROSS must reflect "Available – Local"**. Notification of any unavailability for on-call periods must be made as far in advance as possible, to IC or designee through appropriate channels. IMT members will make unavailability notification, via electronic mail, to their Dispatch Center, RMC ([cormc@dms.nwecg.gov](mailto:cormc@dms.nwecg.gov)), and their IC. If notification cannot be made electronically, IMT members can make notification via telephone through their Dispatch Centers to RMC. Unavailability notification must include their name, team, unavailability dates, and the reason for unavailability. Dispatchers will **NOT** contact IMT members to verify availability during routine IMT rotations.

3. In the event that an IMT is placed on-call outside of the regular rotation dates, the appropriate dispatch center will verify each team member's availability.

4. IMT rotations, Primary Rosters and Current on Call Rosters will be posted to the web page, <http://gacc.nifc.gov/rmcc/> found under the Incident Management Team link.

#### **22.9.2 Area Command Teams (Refer to NMG 22.9.2)**

In most situations, an Area Command should be established when any of the following occur:

1. A large complex incident where two or more Incident Management Teams are assigned.
2. Several large incidents in close proximity to each other when three or more Incident Management Teams are assigned and the duration of the incidents is estimated to be at least 7-10 days.

#### **22.9.3 Interagency Fire Use Management Teams (FUMT)** (Refer to NMG 22.9.3, 63.3)

The Rocky Mountain Area hosts one (1) National Fire Use Management Team.

#### **22.9.4 National Park Service All-Risk Incident Management Team** (Refer to NMG 22.9.4, 63.4)

#### **22.9.5 Interagency Fire Use Modules (FUM)** (Refer to NMG 22.3 and NMG 62.3)

The Rocky Mountain Area hosts two (2) Interagency Fire Use Modules.

### **22.10 Incident Support Teams**

#### **22.10.1 Buying Teams** (Refer to NMG 22.10.1, 64.1)

Rocky Mountain/Great Basin Buying Team members are attached to their team and are unavailable as individual overhead, unless the team stands down.

The Great Basin and Rocky Mountain Geographic Areas have established Type 1 and Type 2 Buying Teams. The teams are on a 1 week on-call rotation schedule. Type 1 Buying Teams begin the season on the same rotation schedule as the Type 1 IMTs; however, each team is a single entity, and is not attached to one another. When activated, a Buying Team will be assigned to and work for the Line Officer or designated Administrative Officer of the host unit.

The teams will be requested as a team only through established dispatch channels, and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The Administrative Officer will provide those accommodations and services that are necessary for the unit to function. Great Basin Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures.

#### **A. Type 1 Buying Teams**

Type 1 Buying Teams consist of seven (7) positions: three (3) qualified procurement personnel, three (3) personnel support positions, and one (1) procurement or leader trainee. Each team shall have at least one GS-1102 contracting officer with a minimum of \$100,000 warrant authority. Support personnel from the incident agency may be used. (Refer to the IIBMH 20 and 40)

The Great Basin and Rocky Mountain Geographic Areas have two (2) Type 1 Buying Teams on a combined Great Basin/Rocky Mountain one (1) week rotation. One of the Type 1 Buying Teams is also on the national rotation for assignments outside the geographic areas. This team will be identified on the national rotation as “Rocky Basin”. Teams will be identified by the Buying Team Leader’s last name. Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures.

1. Type 1 Buying Teams consist of seven (7) members and shall be ordered for all Type 1 Incidents in the Great Basin Geographic Area. This is not required in the Rocky Mountain Geographic Area.
2. Buying Team status will be maintained by the Geographic Area Coordination Center of the team leader.
3. All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center.
4. The Rocky Basin Type 1 rotation schedule within the Rocky Basin will be as specified in RMG 69.3.1.1.
5. The Rocky Basin Type 1 National Buying Team call-out schedule is a year round rotation.
6. On-call team members will be available for mobilization within two hours during their designated alert period.

7. If a team stands down, the remaining members can be available for single resource assignment.
8. Once a team has been mobilized, the next team in rotation will be notified and placed in 24 hour call status for the 7 day period. Once a team has been demobilized, regardless of the length of assignment, they will move to the last position in the rotation.
9. Once both Rocky Basin Type 1 Buying Teams are committed within the Rocky Basin, additional team(s) must be obtained from the National Roster.
10. Team Leaders have the option of standing down their team at any time.

#### **B. Type 2 Buying Teams**

Type 2 Buying Teams consist of four (4) positions: One (1) qualified procurement personnel, two (2) support personnel positions, and one (1) trainee position. Each team shall have at least one GS-1105 Purchasing Agent with a minimum \$25,000 warrant authority. Support personnel from the incident agency may be used. (Refer to the IIBMH 20 and 40)

The Great Basin and Rocky Mountain Geographic Areas have four (4) - Type 2 Buying Teams on a combined Great Basin/Rocky Mountain 1 week rotation. Teams will be identified by the Buying Team Leader's last name. Buying Teams will comply with the Rocky Mountain/Great Basin Buying Team Standard Operating Procedures. All requests for Buying Teams will be made through established dispatch channels.

1. Type 2 Buying Teams consist of four (4) members and shall be ordered for all Type 2 incidents in the Great Basin Geographic Area. This is not required in the Rocky Mountain Geographic Area.
2. Buying Team status will be maintained by the Geographic Area Coordination Center of the team leader.
3. All Buying Team members will be ordered through and mobilized by their respective Geographic Area Coordination Center.
4. Rotation schedules are based on a one (1) week callout period established for the fire season. (Refer to RMG 69.3.1.2).
5. On-call team members will be available for mobilization within two hours during their designated alert period.
6. If a team stands down, the remaining members can be available for single resource assignment.
7. Once a team has been mobilized, the next team in rotation will be notified and placed in 24 hour call status for the 7 day period. Once a team has been demobilized, regardless of the length of assignment, they will move to the last position in the rotation.

### **C. Buying Team Substitution Procedures**

For Both Type 1 and Type 2 Buying Teams, a substitute can be filled from the Alternate Buying Team list. (Refer to RMG 69.3.1.3) If an alternate leader is not available to substitute, the next team will move up to on-call status.

Team leaders and members are responsible for providing a roster of team members to their GACC prior to their on-call period and are also responsible for informing their home unit dispatch office where they can be reached. They must be able to mobilize within two (2) hours of notification of assignment during their assigned availability periods.

Team members are responsible to know the on-call schedule and be available and to inform their team leader and local dispatch of availability status during their assigned week so that replacements can be named. This notification should occur sufficiently in advance for a coordination center to provide a substitute. The coordination centers will fill substitutes from a list of qualified buying team leaders/members provided by the Rocky Basin Buying Team Coordinator. The coordination center will inform the Buying Team leader of team status through on-call team rosters distributed via dispatch channels. Substitute-team members will be available for the entire on-call period.

The Assistant Team Leader or a qualified team leader may substitute for the Buying Team Leader. It is possible that all members of a buying team may be substitutes.

**Substitutes:** Every effort will be made to substitute Buying Team personnel within the Rocky Mountain/Great Basin Geographic Areas. In the event sufficient resources are not available within the Rocky Mountain/Great Basin geographical boundary to fill all team positions, the resources may come from other areas.

Buying team substitutions exchanged across geographic area boundaries may be requested only after all resources are exhausted within the Rocky Mountain/Great Basin Geographic Area. The resource must be requested prior to mobilization, the substitutes will not be filled during the mobilization process. Vacant positions will be filled through normal dispatch channels by the requesting unit/GACC/NIC, if the sending GACC has been unable to fill prior to mobilization.

Substitution of team members during assigned availability periods will be made by the Coordination Centers based on lists provided by the Rocky Basin Buying Team Coordinator. Substitutes will be assigned to the team for that call-out period.

### **D. Procedures for Notification of On-Call Status**

Lists of team members will be produced and disseminated by the Team Leader's Coordination Center for each alert period. These lists will be exchanged between Coordination Centers and will be sent to all local



dispatch centers.

#### **E. Procedures for mobilizing a Buying Team**

All orders for Buying Teams will follow standard dispatch channels. When a RM/GB Buying Team is mobilized within the Rocky Mountain or Great Basin Geographic Areas, the requesting GACC will place the order for the teams with the respective managing GACC, as appropriate. Transportation information will be processed through regular dispatch channels.

#### **F. Reassignment/Demobilization**

1. Normal demobilization procedures for Buying Teams will involve demobilizing the entire team at the same time. In certain circumstances, a unit can request continued assistance from an individual team member after the team departs and upon approval of the team's leader.
2. Reassignments will occur as needed.
3. Buying Team Performance Evaluations will be completed by the agency representative for all incidents within their jurisdiction. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Coordination Center. The Coordination Center will forward evaluations to the Rocky Basin Buying Team Coordinator. The Coordinator will forward evaluations to the Rocky Basin Incident Business Committee.

#### **G. Roles and Responsibilities for Team Coordination and Mobilization**

1. **Team Geographic Area Coordination Center:** Each GACC will maintain the status of the team's leader. Eastern Great Basin Coordination Center (EBC) and the RMC are responsible for mobilizing individual team members within their geographical areas. Each center will notify the other of Buying Team mobilizations within their geographic areas.
2. **Unit Dispatch Centers:** Responsible for team members within their dispatch area.
3. **Team Leaders:** Responsible for their team and assures availability of members.
4. **Team Members:** Responsible for notifying their Leader and Dispatch Center of availability or unavailability prior to each alert period. Must be available to mobilize within two (2) hours when on alert status.

#### **22.10.2 Administrative Payment Teams (APT)**

(Refer to NMG 22.10.2, 64.2)

#### **22.10.3 Dept. of Interior Burned Area Emergency Response Teams (BAER)** (Refer to NMG 22.10.3, 64.3)

##### **22.10.3.1 Incident Business Advisor/Comptroller**

#### **22.10.4 Critical Incident Stress Debriefing Teams** (NMG 22.10.4)

Critical Stress Management Teams will be ordered under the following circumstances:

1. Employee death
2. Shelter deployment with burn over
3. As requested by unit managers

Each dispatch center will pre-identify a local source for critical stress debriefing teams.

#### **22.10.5 Wildland Fire Prevention/Education Teams** (Refer to NMG 22.10.5)

#### **22.10.6 Wildland Fire and Aviation Safety Teams (FAST)** (Refer to NMG 22.10.6)

RMCG or MAC will activate, as they deem necessary.

#### **22.10.7 Aviation Safety Assistance Team (ASAT)** (Refer to NMG 22.10.7)

### **22.11 Human Resource Specialist**

(The following applies to incidents on USDA-Forest Service lands only). A Human Resource Specialist (HRSP) will be ordered for Forest Service incidents with 300 or more people. Incident Commanders should evaluate the need for this position on incidents with less than 300 people and order one if needed.

### **22.12 Union Representatives**

Incident Commanders of Type 1 and Type 2 IMTs are responsible for notifying the applicable Coordination Center via the unit dispatch center when a fire has reached a level of three hundred (300) individuals on a Forest Service fire or three hundred (300) Forest Service employees on other than a Forest Service fire. The Coordination Center will notify the Center Manager, who in turn will notify the Regional Union Vice-President. Notification will include the fire name and the name of the Incident Commander.

### **22.13 Incident Business Advisor (IBA)**

An Incident Business Advisor will be assigned to Type 1 or Type 2 incidents on all federal incidents. Trainees will be negotiated with the hosting unit prior to mobilization.

## 23 EQUIPMENT AND SUPPLIES

The Rocky Mountain Coordination Center (RMC) and the Rocky Mountain Cache (RMK) are responsible for coordinating movement of equipment and supplies within the Rocky Mountain Area. (See the National Cache Management Plan for more details.)

The National Cache for the Rocky Mountain Area (RMA) is located in Lakewood, CO, at the Denver Federal Center. A valid picture ID is needed to enter. If entry is after hours, you will need to provide RMK with the truck and driver information in order to be cleared through security ahead of time.

Units and Sub-units should maintain an initial attack cache independent of the national cache system. An initial attack cache should consist of an inventory of equipment and supplies available for Unit/Sub-unit fire fighting personnel. (See the National Cache Management Plan for more details.)

**All units must submit to RMK an annual local cache inventory of pre-designated and critical items by April 1 of each calendar year.**

### 23.1 Mobilization (Refer to NMG 23.1)

A. Requests for equipment and supplies will be ordered in two specific categories: “E” for Equipment and “S” for Supplies.

Examples of Equipment resources:

1. National Contract Mobile Food Services (Caterers)
2. National Contract Mobile Shower Facilities
3. National Contract Mobile Commissary Services
4. Rolling Stock – engines, water tenders, dozers, etc.
5. Telecommunications items (NIRSC systems and kits)
6. ATMU’s, PRWS, FRWS
7. Prescribed fire helitorches, probeyes, etc.

B. Supplies are identified as materials or goods not defined in any other resource category or service category.

Examples of Supply resources:

1. NFES Items (other than NIRSC systems and kits)
2. Mobile Cache Vans
3. Local purchases

All supply orders should be ordered on a Resource Order Form. If faxed, they should be followed by a confirmation telephone call.

Equipment orders will be processed via ROSS as available through normal dispatch channels.

Place Orders for these items with RMC	Place orders for these items with RMK	Dispatch places locally or with Buying Team:
ATMU	NFES Supplies	Non-NFES Items
Radios (Use NFES #'s)		
Mobile Cache Vans		
FRWS		
PRWS		

C. Dispatch Centers, Expanded Dispatch, Incident Management Teams will place all Supply Orders (NFES Catalog items) with the Rocky Mountain Area Cache (RMK) with the exception of National NFES resources.

D. Dispatch Centers will process Supply Orders for Type 1 & 2 IMT fires from the onset until the IMT assumes management of the incident.

E. Type 1 and 2 Incident Management Teams will deal directly with the cache (RMK) for supply orders (NFES cache items) needed to support the incident.

F. Dispatch Centers will process Supply Orders from Type 3 & 4 incidents and fill what they can locally, then place the remaining items with RMK.

G. RMK cannot accept cache requests from a source other than RMC, Unit Dispatch Centers, Expanded Dispatch Offices or Type 1 & 2 Incident Management Teams.

H. If RMK is Unable To Fill a request, RMK may coordinate the order directly with the closest national cache, which can fill the order in a timely manner. Shipping Status information transfer to the ordering unit is the responsibility of RMK.

I. IMT Supply requests for non-NFES items (items not listed in the National Supply and Equipment Catalog) will be directed to the Buying Team, or to Dispatch if no Buying Unit is in place.

### **23.2 Demobilization (Refer to NMG 23.2)**

Equipment will be released to home unit on the order and request number used to mobilize those resources. Equipment release information must be promptly relayed through established ordering channels if outside normal business hours.

Return National Incident Radio Support Cache (NIRSC) command and logistic kits to Boise immediately after determination of no further need. Ship them directly to Boise via airfreight or charter aircraft or transport them to the nearest Interagency Support Cache, which will forward them to Boise.

All equipment and supplies must be released when surplus to incident needs. The Logistics Section Chief is responsible and accountable to ensure the manifesting and return of all items. When management of the incident is turned back to local unit from the Incident Team, all remaining supplies and equipment will be hand receipted to local organization.

Return of all capitalized equipment shall be a coordinated effort through established dispatch/cache channels to ensure proper credits and to clear records. Property items may be returned direct to home unit from the incident. The owning unit is responsible for refurbishing returns with costs being charged to the incident.

All mechanized equipment and fuel containers will be EMPTIED and purged prior to returning to fire cache, as per Hazmat requirements.

Civil penalties can be imposed up to a maximum fine of \$27,500 per day, per violation. The maximum criminal penalty for a known violation can be as high as a \$500,000 fine, or five years in jail, or both.

Prior to demobilization, the Logistics Chief is responsible for coordinating with RMK Cache Manager for Hazmat.

All hose will be butterfly rolled at incident prior to return to Area Fire Caches.

Ordering a Cache Demobilization Specialist (CDSP) is strongly recommended for all Type 1 Incidents and as deemed necessary.

### **23.3 National Interagency Support Cache Ordering Procedures** (Refer to NMG 23.3)

#### **23.3.1 NFES Items in Short Supply** (Refer to NMG 23.3.1)

#### **23.3.2 Field Office Replenishment During Fire Season** (Refer to NMG 23.3.2)

If a unit uses their initial attack cache on a fire, it shall be permissible to reorder from RMK to restock the initial attack cache.

If a restock supply order is being submitted by a local IA cache at the same time orders are being processed by an IMT, two separate orders should be submitted specifying each delivery point or location. The orders may be combined by the RMK for costs and efficiency on a single vehicle for delivery; however, delivery will be made to the separate locations.

When tools are ordered with the intent of replacing tools used on a fire, the used tools shall be shipped to RMK to be refurbished. All costs incurred shall be charged directly to the fire. This method should help local units maintain a current up-to-date stock and assist with adequate turnover.

National Cache items shall not be sent as replacement and/or restock, except where like quantities are returned from the incident. No Accountable Cache items will be sent for restock against an incident order.

#### **23.3.3 Field Office Replenishment Outside of Fire Season** (Refer to NMG 23.3.3)

#### **23.3.4 Incident Replacement of NFES Items**

(Refer to NFES Catalog & NMG 23.3.4)

Replacement orders must be processed within 30 days of control of the incident. Incident replacement orders must be placed per incident. Individual “S” numbers assigned by incident or corresponding to items ordered from I/A cache-usually first numbers assigned.

##### **23.3.4.1 Incident Replacement: Type 1 and Type 2 Incidents**

Type 1 or 2 Incidents: With the approval of the Incident Commander, the Supply Unit Leader will be responsible for filling and approving incident replacement requests based on the home units approved inventory document. If no inventory document exists, the Incident Commander will make approval on a case-by-case basis. If the Supply Unit Leader is unable to fill the order at the incident, a signed requisition form shall be provided to the requesting resource and can be submitted to RMK for processing.

Out-Of-Geographical Area Assignments: Resources returning from an out-of-geographical area assignment must have authorized documentation from the incident to order replacement supplies through RMK.

Responsibilities: The leader of the resource dispatched to each incident is responsible for ensuring their replacement requests are documented on the incident replacement requisition form. The form can be processed by the incident or by the leader’s home unit through the normal ordering channels.

The Supply unit leader is responsible for approving the form and for providing an “S” request and NFES number for each item ordered. When the Expanded Dispatch issues the request numbers, they will be responsible for providing “S” request numbers.

#### **23.3.5 Incident Replacement: Type 3 and Type 4 Incidents**

Misc. ABC/Type 3 incidents: The incident’s agency administrator or their authorized representative will be the only authority to approve incident requisitions. Incident replacement requisition will provide replacement authorization and can be submitted to the Rocky Mountain Area Cache (RMK).

#### **23.3.6 Incident to Incident Transfer of Equipment and Supplies**

(Refer to NMG 23.3.6)

**23.4 National Incident Radio Support Cache (NIRSC)**  
(Refer to NMG 23.4)

RMC will preposition at RMK 1 NIRSC starter system (NFES #4390) from May 15 - Oct 15, annually.

RMC will order the system under the RMA Support Equipment Resource Order. When the NFES #4390 is committed to an incident, the original order will be closed with NICC and a new order generated from the incident.

A roster of individual radio components will accompany the radio's systems. A qualified Communication Unit Leader shall be required when a National system is mobilized.

NIRSC radio systems will generally be shipped via charter or commercial air.

The NIRSC radio systems will normally be released/demobilized back to Boise directly from an incident. Dispatch Centers shall coordinate with RMK on the release and required transportation.

**23.4.1 Mobilization of NIRSC Resources**  
(Refer to NMG 23.4.1)

**23.4.2 Demobilization of NIRSC Resources**  
(Refer to NMG 23.4.2)

**23.4.3 Dedicated Radio Frequencies**  
(Refer to RMG 24.15)

**23.5 Atmospheric Theodolite Meteorological Units (ATMU) (NFES 1836)**  
(NMG 22.7; 23.5; RMG 74)

RMK has two ATMUs located in Lakewood, CO.

All requests for ATMUs will be placed through RMC.

RMC shall coordinate the IMET travel with Dispatch Centers.

**23.6 Fire Remote Automatic Weather Station (FRAWS) (NFES 5869)**  
(Refer to NMG 23.6)

**23.7 Project Remote Automatic Weather Station (PRAWS) (NFES 5870)**  
(Refer to NMG 23.7)

**23.8 Mobile Food Service and Shower Units**  
(Refer to NMG 23.8)

NICC has standard National contracts for catering services. Each Dispatch Center maintains catering service and shower unit contract information (National I/A Mobile Food Service Contracts and National I/A Mobile Shower Facilities Contracts).

Orders for food service and shower units that are on National Contract shall be placed on an Equipment order through appropriate channels to NICC. Area, Dispatch Center, or local offices shall not place orders directly to National contract food service/shower units.

An order for a national catering service must be accompanied by a completed food service request form. (Refer to RMG 28.2)

When necessary, as determined by the incident, a Contracting Officer (COTR) may be ordered through the appropriate geographic area.

**23.8.1 Mobilization**  
(Refer to NMG 23.8.1)

**23.8.2 Reassignments**  
(Refer to NMG 23.8.2)

**23.8.3 Demobilization**  
(Refer to NMG 23.8.3)

**23.9 Commissary**  
(Refer to NMG 23.9)

### **23.10 Contract Engines**

**Cooperators:** An agency with which resources are shared as authorized in a cooperative agreement. In ROSS, Colorado DEM (Colorado Division of Emergency Management) Cooperator equipment is located under the contract agreement tab in pending requests. All other cooperators will be found under available tab in pending requests.

**Contractors:** Private sector personnel, vendors or businesses contracted to provide goods and services to a government agency.

Emergency Equipment Rental Agreements (EERAs) are types of contracts for contracted equipment from private vendors. Contractors are bound to contract requirements **after** they have been ordered and mobilized.

When mobilizing engines within local and geographic areas, contract engines will be ordered after both agency engines and agency cooperator resources are mobilized.

In ROSS, the engines on Regional EERAs are found on the CWN tab in pending requests. These contractors are always assumed available.

### **23.11 Portable Retardant Base**

Portable/mobile retardant bases are available through EERAs established in the National Long-term Fire Retardant Requirement Contract. This contract can be accessed at the following website: [www.fs.fed.us/fire/contracting](http://www.fs.fed.us/fire/contracting). Portable/mobile retardant bases may be ordered directly by the local user agency under the provisions in the contract.

### **23.12 Mobile Cache Vans (NFES 2069)** (Refer to RMG 78)

There are five mobile cache vans available in the Rocky Mountain Area for use on Type 1 or Type 2 incidents. The cache vans will originate on an RMK Supply resource order for the initial pre-positioning. An RMK Equipment resource order will be processed at the same time for the initial tractor transport of the cache van.



The RMK Supply resource order will reside at RMC. Should an incident need a mobile cache van, the order for a mobile cache van should be processed through RMC, who will coordinate with RMK to fill the order.

Refer to the National Fire Equipment System (NFES) catalog for a listing of van contents. Locations of the vans are listed in RMG 78. Cache Vans belong to RMK and all cache van contents are considered part of the RMK.

All cache vans will be refurbished at the RMK or by qualified Fire Cache personnel at the pre-position locations to ensure cache vans are ready and contents meet minimum NFES and area standards.

An Equipment Order will be processed for a truck to transport the van. It will be placed by RMK to RMC.

The area fire cache manager is responsible for annual site inspections to insure cache vans are ready and contents meet minimum NFES and area standards.

Costs for transport, unscheduled maintenance or abnormal wear of cache vans will be charged to the benefiting incident. Annual preventative maintenance will be charged and prorated to a pre-designated account to spread the costs equally against all activities. Preventative maintenance may include complete inspections, lubrication, parts replacement on an as needed basis. The incident benefiting from the cache van will be responsible for charges of the cache van to the incident, driver standby, and return travel to RMK.

Arrangements and cost of transportation of cache vans and supplies back to RMK are the responsibility of the receiving incident. Prior to making local transportation arrangements for return of a cache van to RMK, please contact RMK to see if a tractor is already in the general area delivering a van; or if other cache vehicles are in the area that could possibly be available to carry a return load.

Cache vans will be emptied immediately at the incident and returned to RMK for restock in preparation for the next incident.

When determining date and time needed, ensure that appropriate lead time is allowed to have team personnel or an agency representative in place at the delivery point to unload and sign for the contents.

## 24 AIRCRAFT OPERATIONS

(Refer to NMG 24)

Aviation resources are used for pre-suppression activities, supporting emergency incident operations, burn area rehabilitation projects, resource management project work, and administrative movement of resources. Requests for aircraft will be for official use and within Agency policy.

Reminder: Generally, all aviation resources are considered Initial Attack (IA) resources and are subject to diversion at any time for higher priority incidents based upon consideration of safety and values at risk. Orders for these aviation resources should be based on actual current incident needs.

### 24.1 Mobilization

#### 24.1.1 Ordering Procedures

- A. All aircraft orders should be coordinated through the local dispatch center.
- B. Response times are the most critical aspect of IA resources. The target airtanker off time requirements of 15 minutes without compromising pre-flight and flight planning requirements should be adhered to.
- C. The use of air attack and/or lead planes is critical for safe and effective support, and should be ordered.
- D. Between the hours of 2000 and 0600 pilots shall not be dispatched or contacted, to ensure crew rest requirements are met. Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Pilots should insure duty limitations are being met.
- E. Orders for tactical aircraft should include the following minimum information, and this information will be communicated to the pilots:
  1. Latitude / Longitude (deg/min)
  2. Bearing and distance to nearby VORs and bases
  3. Frequencies
    - a. Air to Air
    - b. Air to Ground (with name of ground contact)
  4. Any Hazards in the area
  5. Other Aircraft in the area and Aircraft *coming into* the area.
    - a. Special care should be taken if response is within 5 miles of dispatch boundaries, refer to local dispatch boundary agreements.
  6. Reload base as applicable.
  7. Name of ordering Dispatch Center



- F. RMC may order IA aviation resources directly from adjoining GACCs. This includes NRC, EBC and SWC. (Refer to RMG 12.1.4, 13.3)
- G. RMC is ultimately responsible for the movement of all national aviation resources across RMA dispatch center and area boundaries.
- H. IA requests for Airtankers, Smokejumpers, Leadplanes, and Air Attack – Refer to RMG 21.2.
- I. Centers must notify RMC of the commitment and release of national and area resources via the COMMIT message. (Refer to NMG/RMG 13.6)
- J. Local Airport Operations
  - 1. Area Ramp Operations: When fire related aircraft activity is anticipated at any airport, both mobilization and demobilization, it is the dispatch center's responsibility to assign the appropriate airport overhead required to manage operations (i.e., Airport Liaison, FWBM, RAMP, etc) to that location with adequate support to handle immediate and future needs.
  - 2. It is the responsibility of the assigned airport personnel to keep the dispatcher promptly informed of ALL aircraft activity. This includes aircraft arrivals, departures, resources status, personnel, and all other pertinent information.

#### **24.1.2 Prioritizing Incidents**

All requests will be processed in accordance with the standard fire priority criteria (Refer to NMG/RMG 11.2).

Prioritization is a key factor in rapid response and aggressive tactics. Initial Attack takes priority. However, when competition exists for Tactical Aircraft, every request must specifically identify the Values at Risk as identified in the above reference.

#### **24.2 Demobilization**

(Refer to NMG 24.2)

When an incident enters extended attack phase, every effort should be made to re-establish Initial Attack resources. Refer to RMG 22.1.7.3 for Release Priority Guidelines.

#### **24.3 Flight Management Procedures**

(Refer to NMG 28.4 & RMG 28.4)

**1. Aircraft Flight Request/Schedule Form:** The DOI Flight Request/Schedule Form (Form 9400-1a May 1993) has been adopted as the national interagency standard dispatch form for **all point-to-point flights**. This form should be completed by the sending dispatcher after contacting the pilot for flight planning information and sent via fax or email.

**RMA Flight Following # 800-494-2073**

## **2. Sterile Cockpit:**

Upon takeoff and landing, pilots must concentrate on FAA communications and traffic awareness. Dispatch communications may remain unanswered during these operations. Contact will be established/re-established once practical and safe.

Sterile cockpit duration may vary depending on airspace and communications complexity. In general, count on 5nm as a sterile cockpit guideline. Dispatchers should refrain from attempting contact within this parameter.

Many federally procured aircraft by contract must be equipped with Automated Flight Following (AFF). AFF can mitigate tracking issues during sterile cockpit. Dispatchers should utilize AFF whenever applicable and in accordance with National Mobilization Guide direction.

Dispatchers should be thoroughly familiar with their Agency's Aviation Operation Plans to facilitate efficient and safe dispatch of aircraft.

Aircraft ordered through NIC and mobilizing across GACC boundaries will be tracked by NIC. (Refer to NMG 24.3)

### **a. Helicopters:**

Sterile cockpit occurs after the helicopter pilot has made radio contact with ground personnel for current landing conditions. There are times that there is no ground contact at the remote helispot, if it is being used for the first time or used intermittently.

There should be no talking in the aircraft during take off and /or landing unless the pilot requests input on clearance or hazards.

## **3. Chief of Party (COP)**

(Refer to NMG 62.8, RMG 62.8)

## **4. Types of Flights**

**a. Point-to-Point.** Point-to-Point flights originate at one developed airport or permanent helibase, with a direct flight to another developed airport or permanent helibase. These types of flights are sometimes referred to as "administrative" flights and require pilots and aircraft that are at least approved for point-to-point.

A point-to-point flight is conducted higher than 500 feet above ground level (AGL) except for take off and landing. Flight following and tracking is normally accomplished via an FAA (VFR or IFR) Flight Plan, filed by the pilot, and the 9400.1a form, with follow-up phone calls to the appropriate Dispatch center when flights commence and/or terminate. Pre-positioning of tactical aircraft fall into this category.



**b. Special Use Mission Flights.** Mission flights are flights that do not meet the definition of a point-to-point flight. These types of flights are often referred to as “tactical” flights.

A mission flight requires work to be performed in the air - such as retardant or water delivery, fire reconnaissance, smokejumper delivery, or through a combination of ground and aerial work - such as delivery of personnel and/or cargo from helibases to helispots or unimproved, undeveloped landing areas, rappelling or cargo let-down, horse herding, insect and disease detection flights, infrared mapping, GIS mapping, orthophoto flights.

Some mission flights require the use of personal protective equipment (PPE) and some are performed below 500 ft. above ground. The pilot and aircraft must be agency approved (carded) for the mission being performed.

Flight following and tracking is normally accomplished via AFF and through “ops normal” radio transmissions to an Aircraft Dispatcher or qualified incident personnel (i.e. ATGS, ABRO, HLCO, etc) on an approved/predetermined interval (normally 15 minutes).

Mission flights must be conducted according to the requirements and parameters of the specific local agencies Unit and State/Regional Aviation Management Plan.



## **5. Flight Following**

**The intention of this section is to ensure that adequate flight following is maintained throughout the flight so that appropriate action can be taken in the event of a mishap. Flight following must be properly established and consistently maintained at all times to be of any value to any user.**

**The originating dispatch center has the responsibility to ensure flight following is being accomplished. Flight following may require coordination with adjoining dispatch centers in the flight path.**

Pilots will transmit position reports to the appropriate unit dispatcher every 15 minutes while performing the mission.

Flights that are to be conducted at low level or in areas where radio communications are inadequate are expected to notify the monitoring station of their location, intentions, and when to expect the next check-in. In these instances, a flight may not be out of radio contact for more than thirty minutes. Pilots will monitor assigned frequencies at all times. Pilots must notify dispatch when they have established positive communications with an incident and are switching to incident flight following.

When airtankers, lead planes, smokejumper aircraft, and helicopters establish two way radio communications with an Air Tactical Group Supervisor (ATGS), they may transfer their flight following to the ATGS. ATGSs are

expected to give status reports on all aircraft under their control. Once released by the ATGS, pilots must resume flight following with dispatch.

**Responsibilities of the pilot include the following:**

- a. Flight following on a 15 minute check-in interval. The dispatcher is required to record the information and in the event that a check in is not received, an attempt to contact the pilot on the appropriate frequency will continue. In the event that two way radio communications cannot be reestablished, the dispatcher will initiate the initial phase of the crash rescue plan.
- b. The following information should be provided and documented for flight following:
  - 1. Time of check in.
  - 2. Current position of aircraft (lat/long, geographical landmarks, etc.)
  - 3. Direction of travel (unless orbiting or consistently working in one area)
  - 4. Any changes in flight plan or status.
- c. Before any flight is initiated, the dispatcher should have a full understanding of the purpose of the mission, destination, expected duration, identity of passengers, type/quantity of cargo, check-in intervals, communications plan and the crash rescue plan. (This is normally accomplished by providing the dispatcher with a copy of the Project Aviation Safety Plan and/or by including the dispatcher in the pre-mission briefing.) Two way radio communications or automated flight following must be maintained with all aircraft, which the dispatcher has agreed to flight follow, throughout the duration of the flight.

**6. Flight following for the purpose of repositioning aircraft:**

Due to the mountainous terrain encountered in the Rocky Mountain Region and the difficulties encountered in establishing and maintaining communications with dispatch centers, pilots are required to establish and maintain FAA flight following during reposition flights originating and/or terminating in Region 2.



**24.3.1 Automated Flight Following (AFF) Procedures**

AFF is one piece of agency flight following. AFF reduces pilot workload and provides the dispatch office with much greater detail and accuracy on the location of the aircraft.

Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a mission, divert that aircraft to a higher priority incident, or relay other critical information regarding hazardous weather, new TFRs, etc.

(Refer to NMG 24.3.1)

### **24.3.2 Aircraft Accident/Incident Reporting**

Refer to current local unit emergency procedures.

### **24.3.3 Overdue and Missing Aircraft**

**If an aircraft fails to arrive at its destination or fails to check-in on the prescribed interval, initiate the accident incident response plan.**

### **24.4 Airborne Thermal Infrared (IR) Fire Mapping**

(Refer to NMG 24.4)

### **24.5 Lead Planes**

Lead Planes are National Initial Attack Resources. They are ordered through normal dispatch channels and can be diverted to a higher priority incident.

The IC and/or the tactical pilot has the discretion to request a lead plane/aerial supervision anytime they deem it necessary to evaluate drops in difficult terrain prior to requesting an airtanker, etc. If needed to go below 500 feet, a lead plane must be ordered. (Refer to the RMA Aerial Supervision Requirements Chart found in RMG 24.6.1.)

### **24.6 Aerial Supervision Modules (ASM1)**


The ASM1 is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and low-level lead operations. The ASM1 requires both crewmembers to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency and effectiveness. Aerial Supervision Modules are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC. **Requests for lead planes may be filled with an ASM1.**

### 24.6.1 Aerial Supervision Requirements in the Rocky Mountain Area

<b>Situation</b>	<b>Lead Plane/ ASM1</b>	<b>See Ref.</b>	<b>ATGS</b>	<b>See Ref.</b>
Airtanker pilot is not initial attack rated	Required	1		
MAFFS	Required	1		
Retardant drops in congested areas	Required	1,3		
Non – IA rated SEAT pilot operating with any other tactical aircraft	Required if ATGS is not on scene	1	Required if Lead Plane/ASM1 is not on scene	1
IA rated SEAT pilot operating with three or more tactical aircraft	Required if ATGS is not on scene	1	Required if Lead Plane /ASM1 is not on scene	1
Foreign Government airtankers	Required if ATGS is not on scene	1	Required if Lead Plane/ASM1 is not on scene	1
Retardant drops conducted earlier than 30 minutes prior to sunrise or later than 30 minutes after sunset	Required if ATGS is not on scene	1,2	Required if Lead Plane/ASM1 is not on scene	1,2
Four or more airtankers assigned to an incident	Must be ordered	1	Must be ordered	1
Two or more helicopters with two or more airtankers over an incident	Must be ordered	1	Must be ordered	1
Marginal weather, poor visibility or turbulence associated with use of airtankers over an incident	Must be ordered	1	Must be ordered	1
Two or more airtankers over an incident or at staggered intervals of 15 min or less.	Must be ordered	1	Must be ordered if Lead Plane/ASM1 is not available	4
When requested by airtanker pilot or ATGS	Must be ordered	1		
Presence of smokejumper or paracargo aircraft with two or more airtankers over an incident	Must be ordered	1	Must be ordered if Lead Plane/ASM1 is not available	1,5
Incident has two or more branches			Must be ordered	1,5



## **References: (1-5 from Aerial Supervision Table)**

- 
- a. Interagency Lead Plane Operations Guide (ILOG), the Interagency Air Tactical Group Supervisor's Guide and the Aerial Supervision Module Operations Guide (ASMOG).
  - b. Requires determination by either the ATGS or Lead Plane that visibility and safety factors are suitable for retardant operations and dispatch has been notified of this determination.
  - c. Required under Exemption 392 from 14 CFR Part 91.119, FSM 5714.11 for USFS jurisdiction. Incidents under BLM jurisdiction require a lead plane to be on order.
  - d. FSM 5716.32
  - e. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. An ASM, Lead Plane or HLCO should be ordered as appropriate in addition to the ATGS.

### **24.7 Air Tactical and Reconnaissance Aircraft**

Air tactical and reconnaissance aircraft are generally on Aircraft Rental Agreements (ARAs), Blanket Purchase Agreements (BPAs) and Exclusive Use Contracts. These aircraft are inspected and carded by the Department of Interior Aviation Management DOI/AM (formerly Office of Aviation Services - OAS) or the United States Forest Service (USFS). They are available for interagency use and will be requested through established ordering channels. Ordering offices may request that aircraft come with specific avionics equipment (Refer to NMG 82.2).

### **24.8 Large Transport Aircraft** (Refer to NMG 24.8, 81)

There are no large transport aircraft on exclusive use contract within the Rocky Mountain Area. RMC will help facilitate all large transport needs within the RMA through NICC. (ex. Crew movement)

#### **24.8.1 Passenger/Cargo Manifests**

This form shall be used in conjunction with all large transport operations. FAR 121 requires a minimum of two copies be furnished to the operator; the sending unit should retain one copy as a permanent record. NICC requires that personnel weights be separated from gear/cargo weights. (Refer to RMG 13.8) (Refer to RMG 28.3 for Passenger/Cargo Manifest Form.)

**All crews shall be manifested and a copy sent to the local dispatch center within 2 hours of their departure.**

## **24.9 Helicopters: Call When Needed (CWN)**

(Refer to NMG 24.9, 22.5)

RMC will be notified prior to any potential activation or activation of CWN helicopters. Orders for helicopters will be placed through established dispatch channels. Helicopters for Department of Interior incidents will be ordered under DOI/AM contracts or the rental agreements and paid for using OAS-23 form. Department of Agriculture incidents will order helicopters under USFS R-2 agreement and paid for using form 6500-122. (Refer to NMG 22.5 for Helicopter module configuration.)

When resource order requests are placed, altitude, temperature, and intended use information for the incident or project should be provided by the ordering unit to ensure the appropriate aircraft is ordered to meet the mission needs. Cost, helicopter performance, configuration, and incident location will be considered when filling orders.

FAA assigned tail numbers will be used by Exclusive Use and CWN helicopters as the call sign. Out of area aircraft will utilize their FAA assigned tail number as their call sign when working in the RMA.

When using CWN helicopters, module personnel and aircraft will be brought together at a pre-designated place PRIOR to arrival at the incident. It is necessary to identify a specific location, airport and a vendor name (i.e. Stevens Aviation - FBO - at Jefferson County Airport in Broomfield, CO)

### **A. Ordering Procedures**

**LIGHT:** (Type 3) helicopters, within the RMA, should be ordered through established dispatch channels. A list of USFS R2 CWN Type 3 helicopters is available at [www.aviation.fs.fed.us/carding/index.asp](http://www.aviation.fs.fed.us/carding/index.asp). For DOI ARAs, refer to the DOI/AM website at [www.oas.gov](http://www.oas.gov).

**MEDIUM AND HEAVY:** The medium (Type 2) and heavy (Type 1) CWN Helicopter Program is administered by the National Interagency Fire Center. All ordering of medium and heavy helicopters will be done through normal dispatch channels to RMC. To reassign medium and heavy helicopters, approval must be acquired through NIC.

For any standard, light helicopter, a Manager plus a minimum of 2 crewpersons will be ordered and assigned. (Type 3) helicopters.

For any standard, medium size helicopter, a Manager plus a minimum of 3 crewpersons will be ordered and assigned. (Type 2 helicopters).

For any standard, heavy helicopter, a Manager plus a minimum of 4 crewpersons will be ordered and assigned. (Type 1 helicopters).

Limited helicopter module requirements differ slightly, refer to NMG 22.5 and the Interagency Helicopter Operating Guidelines (IHOG) for further information.

## **B. Non-Fire CWN Project/ Administrative Work**

A project helicopter manager will be assigned to a helicopter for any project work to ensure safety, as detailed in the project aviation plan. Refer to Agency and local policy for specific requirements.

### **24.9.1 Exclusive Use Contract Helicopters**

(Refer to NMG 24.9.1, RMG 84.1)

Exclusive use and agency owned helicopters must be ordered through normal dispatch channels. See Ch. 84.1 for a listing of exclusive use helicopters within the RMA.

## **24.10 Airtankers**

Rocky Mountain Area Coordination Center/Dispatch Centers shall retain control of airtankers during incidents and have authority to divert airtanker(s) to initial attack situations based on threat to life, property, or resource values. Incidents affected by diverts must be informed by the local Dispatch Center.

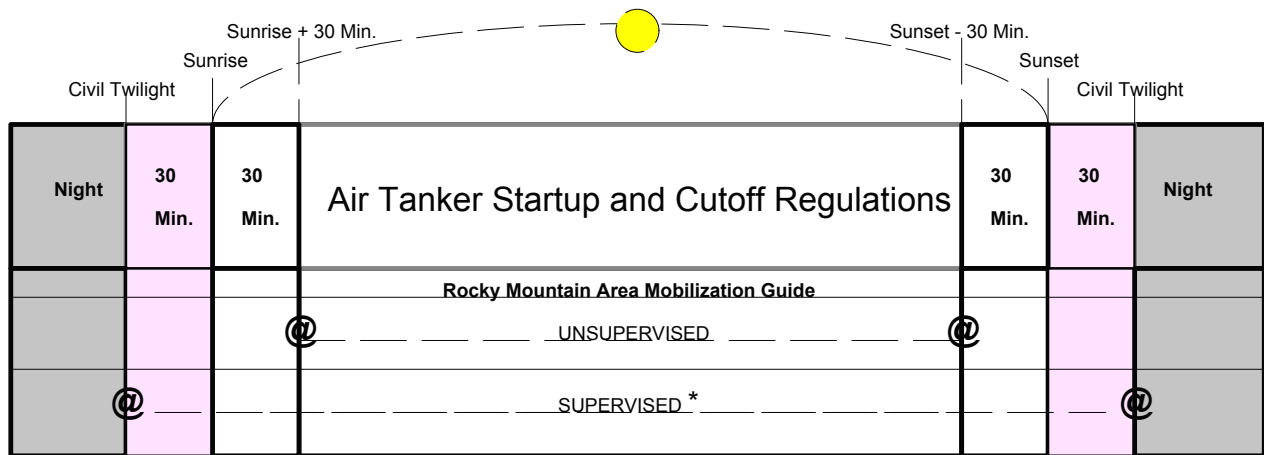
Information listed in RMG Ch. 24.1.1. #E must be provided on the resource order and for any diverts from the original order.

### **Airtanker Dispatch Limitations - Startup/Cutoff Times**

To reduce the hazards encountered by pilots operating in low light conditions over the fire, airtanker retardant drops in the early morning and late evening hours must comply with the following limitations. These limitations apply to the time the aircraft arrives over the fire, not to the time the aircraft is dispatched (refer to the Interagency Airtanker Base Operations Guide, Chapter IV).

1. **Limitations on Startup and Cutoff Time:** Normally, airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes **after** official sunrise and not later than 30 minutes **before** official sunset. These times are termed the “startup” and “cutoff” times respectively.
2. **Exception:** With a qualified Air Tactical Group Supervisor, ASM or Lead Plane, airtankers may be dispatched to arrive over a fire as early as 30 minutes **prior to** official sunrise and as late as 30 minutes **after** official sunset provided:
  - a. Lead plane, ATGS or ASM is on scene.
  - b. It has determined that visibility and other safety factors are suitable for dropping retardant; and
  - c. Notification to the appropriate dispatcher of this determination.
3. **Determination of Official Sunrise, Startup, Cutoff, and Sunset Time:**

Each airtanker base and dispatch office shall have tables showing the official sunrise, startup, cutoff, and sunset times at those locations.
4. **Determinations for Airtanker Dispatch:** Use the official sunrise, startup, cutoff and sunset times of the airtanker base nearest the fire and comply with the limitations in the preceding paragraphs 1 and 2.



@ = Arrival Over The Fire (No earlier in the morning or later than in the evening)

\* = SUPERVISED (Defined as Air Tanker Coordinator or Air Tactical Group Supervisor)

Note: Sunrise and Sunset are determined by the Official Sunrise and Sunset Tables of the nearest reload base.

For further information, refer to the BLM Handbook H-9400-2 IV.U.3, FSH 5709.11-41 and the Interagency Single Engine Air Tanker Operations Guide (ISOG) Ch 3, II, E.

#### 24.10.1 Early Activation (Refer to NMG 24.10.1)

#### 24.10.2 Modular Airborne Firefighting Systems (MAFFS) (Refer to NMG 24.10.2)

Wyoming State has an agreement between the Governor and the Wyoming Air National Guard (WYANG) MAFFS unit, which allows activation of the Cheyenne unit. Orders will be placed through established dispatch channels, and notification made to RMC and NICC.

Colorado Springs is a MAFFS unit under the operational control of the United States Air Force (USAF) Reserves.

Activation of the MAFFs units:

RMC will ensure that all commercial tankers in the Region are committed to fires or pledged to initial attack needs before placing the order with NICC. NICC will advise RMC if MAFFs activation is warranted or if the request can be filled with a contract tanker. If MAFFs are activated, RMC will deal directly with the MAFFs liaison officer as directed by NICC.

Refer to the MAFFS Operating Plan for further information regarding MAFFS operations.

### **24.10.3 Single Engine Airtankers (SEATs)** (refer to NMG 24.10.3, RMG 83.2)

For general guidelines about SEATs see the current edition of the Interagency Single Engine Air Tanker Operations Guide (NFES 1844). For operations in the RMA, refer to the Interagency SEAT Operations Plans available per state.

Requests for Department of Interior Aviation Management DOI/AM(formerly OAS) /USFS approved SEATs will be through normal channels. SEATs can be utilized for initial attack. There are occasions when single engine airtankers can be used more safely than large airtankers due to terrain. The Incident Commander or aerial supervisor should determine this utilization.

A Seat Manager (SEMG) will be assigned at all times. Exclusive use SEATs will not come with a SEMG and one should be ordered if needed. A SEMG should be ordered separately for CWN SEATs.

When operating in a congested area under USFS jurisdiction and hire, SEATs must operate in accordance with USFS Grant of Exemption #392 which requires Lead Plane/Airtanker Coordinator ATGS on scene and implementation of a Temporary Flight Restriction (FAR 91.137).

When operating in a congested area under BLM jurisdiction and hire, SEATs must operate in accordance with FAR Part 91.119(b) and FAR Part 137.51 and 137.53.

State managers will coordinate any administrative movement of State SEATs with RMC and affected dispatch centers.

For specific information pertaining to contract airtankers for this Area, refer to RMG 83.2.

### **24.11 Temporary Flight Restrictions (TFR) (FAR 91.137)** (refer to NMG 24.11)

Federal Aviation Administration (FAA) has requested a single point of contact. Therefore, requests for TFRs (FAR 91.137) shall be placed through Dispatch Centers to RMC who will contact FAA.

The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes, and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zeros to the description. Do not use spaces, commas or other symbols in the description. Example: ddmmsN/ddmmssW or 450400N/1174005W. The corner points should be listed in a clockwise sequence around the requested TFR to avoid “bow tie” depictions. (Refer to RMG 28.16 for FAA Temporary Flight Restriction Form)

Dispatch Centers will assure that the 91.137 is cancelled through RMC, as soon as it is no longer required. Refer to the current Interagency Airspace Coordination Guide, Ch. 6 and to [www.airspace.nifc.gov](http://www.airspace.nifc.gov) for current maps of active TFRs. This is a password protected site, see RMC for further information.

## **24.12 Military Training Route (MTR) and Special Use Airspace (SUA)** (refer to NMG 24.12)

In order to ensure that safe operations can be conducted and continued in areas of increased military aircraft operation, the local dispatch center must inform the military of the presence of USFS and/or DOI aircraft operating in or near military airspace. The military operates high speed flights that are often at low altitudes along prescribed routes called MTRs and in areas of high density military training or in Special Uses Airspace (SUA). It is imperative that the military be informed of Land Management Agency aircraft operations to de-conflict the airspace prior to commencing operations.

MTR and SUA procedures:

1. Identify the MTRs/SUAs that are impacted using IAMS (Alternatively use the latest AP/1B, flight information publication “Military Training Routes” published by Defense Mapping Agency Aerospace Center, St. Louis Air Force Station, Missouri 63118).
2. Units should develop an overlay using Unit boundary and the AP/1B to identify those routes that affect their area.
3. Check routes against those listed in the AP/1B to identify the type of flight, altitudes and route numbers. Certain data may not be depicted on the AP/1B and is only available through your local military units.
4. MTRs change periodically; units need to review the routes quarterly with their unit overlays.
5. Air space restriction information is passed to the military through the FAA. Sometimes information is not processed in a timely manner. Phone numbers for local military units can be found in the AP/1B MTR publications.

## **24.13 Airspace Conflicts**

Individual Dispatch Center Operating Plans must have boundary airspace management procedures identified. Templates are available in the BLM National or State Aviation Plan, or by contacting RMC.  
(Refer to RMG 24.1.1 E #5)

Airspace Management information can be found at both the Interagency Airspace Coordination website and in the current Interagency Airspace Coordination Guide Ch. 8, at <http://www.fs.fed.us/r6/fire/aviation/airspace/web/guide/index.html> and the National Interagency Airspace website at <http://airspace.nifc.gov>.  
(Refer to NMG 24.13)

## **24.14 FAA Temporary Airport Control Tower Operations** (Refer to NMG 24.14)

RMC will order through NIC for CO and WY. NIC maintains an agreement with the Air Traffic Division Northwest Region. Agreements will be set up on an as needed basis for South Dakota through Air Traffic Division Great Lakes Region, or through Air Traffic Division Central Region for Nebraska and Kansas.

## **24.15 Radio Frequencies and Management** (refer to NMG 24.15)

The Center Manager will assign an Area Frequency Coordinator during Preparedness Levels 4 and 5. Refer to the National Incident Radio Support Users Guide 2006, NFES 0968. The Communications Duty Officer can be contacted at NIC. Requests will be processed through normal dispatch channels.

**A. Frequency Management** - Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/communication support in protecting life and property. The sharing of frequencies is under the authority of the National Telecommunications and Information Administration (NTIA) Regulations Manual, Sections 7.3.1, 7.3.4 and 7.5.1 and the Federal Communications Commission (FCC) Rules and Regulations, Part 90, Sections 90.405 and 90.407.

### **1. National Air Guard - 168.6250 Tone 110.9 Transmit**

Air Guard is approved as an emergency frequency in an event that the aircraft has an emergency. It is also approved as a hailing frequency for establishing initial contact or redirecting an aircraft, etc. It is not approved for tactical missions.

### **2. National Flight Following - 168.6500**

National Flight Following is approved for point-to-point flight following. It is not approved for tactical missions such as recon, fire, projects, etc. A local designated frequency should be used for Initial Attack and Agency or Project frequency.

### **3. The National Airtanker Base Frequency is 123.9750**

The National Airtanker Base Frequency can be used for ramp activity at Category 2 and 3 SEAT Bases.

**B. Initial Attack Aircraft Frequency Assignments** - Each state in the RMA has been divided into zones by the national frequency coordinator. These zones are coordinated with the rest of the nation's frequency assignments. Each zone has three pre-identified Air Attack frequencies (an Air to Air, a primary Air to Ground and a secondary Air to Ground). These frequencies are updated annually. See RMA Frequency Maps for specific information. All additional frequencies must be ordered from and coordinated by RMC. At National Preparedness Level 3, the FCC authorizes additional AM and FM frequencies. All requests should be placed through RMC to NIC.

All requests for additional fire fighting frequencies must be placed through established dispatch channels, RMC to NIC. The Center Manager will assign an Area Frequency Coordinator, when deemed necessary.

(Refer to <http://gacc.nifc.gov/rmcc/logistics/aviation.htm> for RMA Initial Attack Frequencies)

## **24.16 Interagency Interim Flight & Duty Limitations**

(Refer to NMG 24.16)

## 25 PREDICTIVE SERVICES

Information gathering and distribution plays a vital role in logistical coordination. It is **CRITICAL** that the information processed is **COMPLETE, ACCURATE** and **TIMELY**. Fire management decisions, priorities and resource allocations are based on this data.

RMC will post daily reports and other useful information on the RMA Web Page under Predictive Services. The address is: <http://gacc.nifc.gov/rmcc/>. It is the RMA Dispatch Center's responsibility to gather and disseminate this information in a timely manner to all agency/unit firefighting personnel within their area of influence. (Refer to RMG 25.13 for timeframes)

**Daily reports found on the RMC Web Page and to be distributed by the Dispatch Centers are:**

Report Name	Typical Time Available during Fire Season
National SIT Report	0600 hours
Fire Weather Forecasts	0730 and 1600 hours
RMA Resource Status Summary	1100 hours
RMA SIT Report	1800 hours
Fire Behavior Information	As Updated

All other fire information will be either posted to the web page or electronically mailed to the Dispatch Centers for further distribution. Critical information will be followed up with a phone call to Dispatch Centers (e.g. Red Flag info).

No official Close of Business Report is required. However, please keep RMC informed via telephone of any significant activity (e.g. major resource mobilization, media impacts, etc.) occurring throughout the day or after hours.

When competition for resources exists, NICC and the Area MAC will request an Incident Priority List for each Dispatch Center with significant activity. The Priority List shall be submitted to RMC upon request. (Refer to NMG 11.2).

### 25.1 Incident Status Summary (ICS-209)

For any significant incident activity, the ICS-209 is required. Per national direction, the ICS-209 is required of all wildfires which exceed 100 acres in timber, 300 acres in grass fuels or when a Type 1 or Type 2 Incident Management Team is assigned. (Ref. to RMG 28.8 for blank form. Full instructions for completion and blank electronic forms are available on the web at <http://famweb.nwcg.gov>)

ICS - 209s are required for large incidents within the RMA and should be submitted through normal dispatch channels with the information included in the Daily Situation Report. ICS 209's are due at the same time as the Daily Situation Report unless a later time is negotiated. See RMG 25.2 for due times. In the event an IMT is assigned to an incident, it is the IMTs responsibility to complete and submit the ICS-209 to the Dispatch Center for further consolidation of information. When an IMT is assigned to a Large Incident, they will have the capability to enter



the ICS-209 directly into the web interface at <http://famweb.nwcg.gov>, if access to the Internet is available. This is an option available to the IMTs to streamline and improve timeliness of information transfer. Use of this system and process requires an agreement between the IMT and the Host Dispatch Center. At a minimum ICS-209's will be completed daily until fires have been contained; at containment, a final report may be submitted. If a final report is not completed at containment, daily reports will continue to be submitted until a final report is completed.

#### **A. WFU, Wildland Fires In Confinement Strategy, and Management Ignited Fires**

Within the RMA, an ICS-209 will be required for significant Wildland Fire Use (WFU) incidents and for wildland fires where confinement is the strategy employed as the appropriate management response. As per national direction, reports are required when the event exceeds 100 acres in timber, 300 acres in grass fuels or when a Type 1, Type 2 or Fire Use Incident Management Team is assigned. This should be considered the minimum. Within the RMA, Large Incidents not meeting the minimum reporting requirements listed above, but which are significant are encouraged to report (see definition below). Subsequent reports will be required only when there has been a significant change in potential or resources committed to the fire or when the fire reaches 1000 acres, and every time the fire size doubles thereafter (2000, 4000, etc.). Fires will be reported until declared out.

Significant management ignited fires will also need to be reported. Subsequent reports will be required only when there is a significant change in potential or resources committed to the fire.

**B. Definition of a Significant Event:** A significant event is defined as one which has impact on the surrounding community or metropolitan area; has significant resources committed (especially national resources); high levels of wildland-urban interface; or areas of socio-political sensitivity. It is the responsibility of the local unit to determine what a significant event is for their local area.

**NOTE:** The Center manager reserves the right to request a higher level of reporting when it is deemed necessary. For example, at Preparedness Levels 4 and above, a greater competition for resources exists. In order to prioritize incidents and allocate resources effectively and efficiently, more detailed information on activity will be needed.

### **25.2 Interagency Situation Report** (Refer to NMG 25.2)

The Situation (SIT) Report reporting period is from 0001 to 2400 daily. To allow RMC sufficient time for problem resolution/correction and to prepare the Area-Wide Report, Dispatch Centers are to have their local SIT Reports entered into the database by the following time schedule, unless an alternate time is negotiated.

As per national direction, the following are reporting requirements for the Interagency Situation Report:

Daily: May through October by 1800.

November through April, daily by 1600, when either of the following conditions are met:

1. Wildland fire activity occurs (includes WFUs and prescribed fires)
2. A unit's Fire Danger is reported as very high or extreme.

If a Dispatch Center has reportable activity during November through April, the Dispatch Center will inform RMC prior to 1500 on the day of planned submission, when possible.

**The following offices should report directly for their areas of influence.**

<b>(CPC)</b>	<b>Casper Interagency Dispatch Center</b>
<b>(CDC)</b>	<b>Cody Interagency Dispatch Center</b>
<b>(CRC)</b>	<b>Craig Interagency Dispatch Center</b>
<b>(DRC)</b>	<b>Durango Interagency Dispatch Center</b>
<b>(FTC)</b>	<b>Ft. Collins Interagency Dispatch Center</b>
<b>(GJC)</b>	<b>Grand Junction Interagency Dispatch Center</b>
<b>(GPC)</b>	<b>Great Plains Interagency Dispatch Center</b>
<b>(MTC)</b>	<b>Montrose Interagency Dispatch Center</b>
<b>(PBC)</b>	<b>Pueblo Interagency Dispatch Center</b>
<b>(RWC)</b>	<b>Rawlins Interagency Dispatch Center</b>

Dispatch Centers will report all resources that are physically located within their unit, Available and Committed. To eliminate double counting, resources committed to Large Fires are only to be reported on the ICS-209.

In the Remarks Section of the SIT, please include the following:

1. A brief write-up about any IA activity occurring and the resources being used.
2. A weather synopsis for your general vicinity.
3. A brief analysis / prognosis.
4. Any other information you would like to add.
5. Prescribed Fire information must be detailed and include the names of the specific contingent resources. (Refer to RMG 25.11) Dispatch Centers should ensure Year To Date numbers are accurate and updated **as necessary**.

- 25.3 Incident Management Situation Report**  
(Refer to NMG 25.3)
- 25.4 Weekly Fire Weather / Fire Danger Outlook**  
(Refer to NMG 25.4)
- 25.5 Monthly Fire Weather / Fire Danger Outlook**  
(Refer to NMG 25.5)
- 25.6 Seasonal Fire Weather / Fire Danger Outlook**  
(Refer to NMG 25.6)
- 25.7 National Wildland Fire Outlook**  
(Refer to NMG 25.7)
- 25.8 Wildland Fire Entrapment Fatality Report**  
(Refer to NMG 25.8; RMG 28.12)

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. This situation may or may not result in injury. In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to RMC and NICC electronically or by facsimile within 24 hours. Submit this report even if some data is missing. Subsequent to the initial report, the investigation and review shall be conducted following agency specific policies and NWCG guidelines.

## **25.9 Daily Resource Status**

**Daily Morning Report:** (Refer to RMG 21.5.)

RMC will gather resource status information from ROSS daily, and will post a Resource Status Summary on the RMA web page during fire season. Dispatch Centers should ensure resource status is accurate in ROSS.

RMC will notify Dispatch Centers in the event that necessary information is not available through ROSS. Dispatch Centers will then be required to provide resource status information for the critical resources listed below by 1000.

Area Resources	National Resources
<b>TEAMS</b>	
Type 1 RM/EB Buying Team	Type 1 Buying Team
Type 2 IMTs	Type 1 IMT
	Fire Use Management Team
Type 2 Buying Teams	
<b>CREWS</b>	
Type 2 & 2 IA Crews	Type 1 Crews
Fire Use Modules	
<b>AIRCRAFT</b>	
Type 3 Helicopters	Airtankers
SEATs	Type 1 & 2 Helicopters
	Lead Planes
	Smokejumpers

#### **25.10 Overhead Availability Tracking** (Refer RMG 21.5)

#### **25.11 Prescribed Fire Notification**

FMOs should submit to their dispatch center, prescribed fire information ONE DAY prior to the day of planned ignition. The information is to be input into the Daily Situation Report, Prescribed Fire Information. (Input the information off the Prescribed Fire Plan).

RMC will pull a Planned Prescribed Fire Report daily at 1100 and post it to the RMA website. If a center enters a report after 1100 for the same day, the center will notify RMC to allow for updating of the RMA Planned Prescribed Fire Report.

#### **25.12 RMA Annual Fire Report**

The RMC must generate an annual report pertaining to the year's fire related activities. The following information is requested from all units and Dispatch Centers within the RMA and should be organized as a Dispatch Center Annual Report.

Narrative: Short narrative statement describing the season and how it compares to normal. It should include a summary of fire weather, resource mobilization, and other significant events.

Fire Statistics: Number and acres of lightning fires, human caused fires and wildland fires used for resource benefit (WFU) by Agency and Unit. Indicate if WFU numbers are also included in the lightning numbers.

Resources Order Statistics: Orders for all functional areas (Overhead, Crews, Equipment, Supplies and Aircraft) separated by Agency and Unit.

Aviation Statistics: For identified bases, gallons of retardant pumped and missions flown by airtankers. Also include a detailed breakdown of RMA home airtankers total gallons delivered and missions flown.

### **Resource Record Keeping**

Dispatch centers will be responsible for accurately tracking resources on incidents not in ROSS, i.e. Initial Attack. Resource information will be requested from each dispatch center by RMC on January 15 annually and should include resources tracked in ROSS and on non-ROSS incidents within their area. Contact RMC Intelligence Section for the specific information requirements.

**The following data fields are recommended to complete within a program for each resource when not tracking the resource or incident in ROSS:**

Incident name	Incident Number	Request Number
Resource Name	Resource Kind	Position Assigned
Resource Agency	Resource Home State	Resource Home Unit
No. Personnel	Demob Airport	Assigned Date
Release Date	Original Order No.	

### **25.13 Reports, Due Dates and Times**

Below is a quick reference list of reports due, usually during fire season, and their due dates and times. Fire season is considered May through October. Dates will vary according to fire activity and potential.

#### **REPORTS DUE**

#### **TIME FRAMES**

##### **Daily Resource Status**

Updated in ROSS by 1000  
(May - Oct).

##### **Interagency Situation Report**

Due by 1800 daily unless  
directed or negotiated  
otherwise May through  
October.

Due by 1600 unless directed or  
negotiated otherwise  
November through April if  
either of 2 criteria listed in  
RMG 25.2 are met.

##### **Incident Status Summary (ICS-209)**

Due times are identical to the  
interagency situation report  
unless a later time is  
negotiated. Required for  
wildfires in Timber 100+ ac.,  
Grass 300+ ac. (Refer to  
NMG 25.1, RMG 25.1, 28.8)

##### **Priority List**

Upon request. (Refer NMG  
11.2 & RMG 11.2)

##### **Prescribed Fire Report**

Due prior to the day of the  
burn. Notify FAA,  
cooperators, dispatch centers  
and area dispatch offices.  
(Refer to RMG 25.11)

##### **Annual Fire Report**

Actual stats and Center Annual  
Reports due to RMC by  
January 15. (Refer to RMG  
25.12)

## **26 RMA INTERAGENCY PREPAREDNESS LEVELS**

The Rocky Mountain Coordination Group based on current and forecast burning conditions, fire activity, resource availability, establishes preparedness levels.

Resource availability is the area of most concern. Situations and activities described within the preparedness levels consider wildland and prescribed fire.

### **26.1 Why Preparedness Levels Are Established**

PURPOSE:

1. To identify the level of wildland and prescribed fire activity, severity, and resource commitment within the RMA.
2. To identify predetermined actions to be taken by RMC and MAC to ensure an appropriate preparedness/readiness and resource availability for the existing and potential situation.
3. To modify area-wide fire management activities when essential to ensure appropriate level or response to AREA and NATIONAL resource demands.

The Rocky Mountain Center manager will monitor the national and area fire situation and recommend to the RMCG the appropriate Area Preparedness Level. The Center manager has delegated authority to independently declare Levels 1 and 2. Level 3 will be coordinated with RMCG Fire Duty Officer and the Center manager. MAC determines levels 4 and 5.

To avoid oscillating between levels, when preparedness level de-escalation is being considered, indications should be in place that activity will remain at the next lower level for at least three successive days.

### **26.2 Local Area Preparedness Levels**

Local area preparedness plans should be prepared in accordance with agency directives and included in local Mob Guides.

### **26.3 Preparedness Level Definitions**

Five Preparedness Levels are recognized and summarized as follows:

#### **26.3.1 Preparedness Level 1**

Wildfire activity within the Rocky Mountains is light, and large fires are short in duration with low complexity. There is little or no commitment of Area or National resources. Conditions exist for normal prescribed fire operations.

#### **26.3.2 Preparedness Level 2**

Wildfire activity has increased with most fires remaining at low to moderate complexity. Moderate potential exists for escaped large fire and extended attack for more than one burning period. Potential exists for frequent mobilization between adjacent Interagency Dispatch Centers (IADC). Resources are adequate for prescribed fire activity.

### **26.3.3 Preparedness Level 3**

Multiple large incidents are occurring in two or more IADC areas. High potential exists for fires to be moderate to high complexity. Increased mobilization of resources to meet Area and National needs are occurring with some significant delays and limited resource availability. Initial and Extended attack, safety monitoring, and management oversight is increased at all levels of the organization.

### **26.3.4 Preparedness Level 4**

Highly complex large fire activity is occurring. Multiple Incident Management Teams are committed with continued high potential for additional activity and increased complexity. Initial Attack, Extended, and IMT safety monitoring and management oversight is imperative. MAC is fully functional. Prescribed fire applications can continue or be initiated if the following conditions are met:

Management Direction/Consideration: Prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the Geographic Area MAC Group. The Geographic Area MAC Group provides information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office.

### **26.3.5 Preparedness Level 5**

Highly complex large fire activity has increased to state/area wide. Area and National resources are exhausted or difficult to obtain in any large quantity. Major priority setting is occurring through MAC.

Management Direction/Consideration: Wildland Fire Use (WFU) and prescribed fire application can be continued or be initiated if the regional or state level recommends the proposed action. The National agency representative will assess risk and impacts of the proposed actions and discuss with the National MAC Group. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a wildland fire use or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office fire staff, NIFC staff and National MAC Group.



#### **26.3.6 Preparedness Level 5 to 4**

Description: Shortages or competition for resources is diminishing to the point that severity requests are able to be filled. Most fires are nearing containment or entering long-term monitoring strategies. No fire weather warning conditions are forecast for the next 24 hours and favorable weather conditions are forecast for the upcoming three to five day period. Long-term trend analysis indicates fire danger is decreasing but will still be above seasonal norms.

#### **26.3.7 Preparedness Level 4 to 3**

Description: Significant demobilization is occurring. There are few shortages or competition for resources. The majority of resources are returning to home units and remaining in place. No fire weather warning conditions are forecast for the next 24 hours and higher humidity and lower temperatures are forecast for the major fire areas. Long-term trend analysis indicates fire danger returning to seasonal norms.

#### **26.3.8 Preparedness Level 3 to 2**

Description: All large fires are contained. Initial attack resources are available. No fire weather warning conditions are forecast for the next 24 hours and large fire areas are expected to receive wetting showers associated with higher humidity and lower temperatures. Long-term trend analysis indicates diminishing fire danger to low end of seasonal norms.

### **26.4 RMA Multi-Agency Coordinating Group Decisions**

A summary of significant RMA MAC Group decisions affecting the RMA and/or Management guidance will be included in the Incident Management Situation Report.

### **26.5 Follow Up Evaluations**

The MAC Coordinator will document decisions and their results and will report to the RMCG and Agency Administrators during subsequent MAC Group Meeting.

### **26.6 Preseason Preparedness**

Preseason Preparedness is essential to ensure readiness and availability of resources.

Unit fire readiness inspections will be scheduled by interagency operational personnel. Review will be done in accordance with agency requirements. (As applicable, utilize the Interagency Readiness Review Guide or specific agency guidelines.)

## 26.7 Area Preparedness Level Descriptions

The matrix below is designed as a GUIDE to progressively review the complexity for long/short term fire weather, fire activity, and resource commitment.

1000 Hour Fuel Moisture content and ERC figures are determined from RMA fire weather network.

Fire activity will be obtained from the daily RMA Situation Report.

Commitment of resources will be obtained from RMA morning report and the RMA situation report.

Increase and/or Decrease in the levels will be based on 1, 3, 5, and 10 day NWS trend forecast.

<b>RMA Parameters</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Annual Precip Departure</b>	0 of Normal	-10% to -15%	-15% to -25%	-25% to -35%	-35%
<b>1000 HR FMC, 4+ Zones</b>	20	16-20	12-16	8-12	0-8
<b>ERC, 4 + FWX Zones</b>	Below Normal	Normal	Above Normal	Much Above	Much Above
<b>Palmer Drought Index</b>	Normal	Normal	Moderate	Severe	Extreme
<b>A, B Fires</b>	X	X	X	X	X
<b>Large/Multiple A, B, C Fire</b>	-	X	X	X	X
<b>Team Commitment</b>	IMT3	IMT2	2 IMT2/IMT1	3 IMT2/IMT1	4+ IMT2/IMT1
<b>Crew Commitment</b>	0-5	5-10	10-20	20-40	40
<b>Trend Forecast</b>	up or down	up or down	up or down	up or down	up or down

## 26.8 Preparedness Level Action Items

The matrix below is intended to GUIDE management personnel through a decision making process to determine in a timely manner the need to increase major resource availability base and potentially preposition resources to the affected area of influence. It is also intended as a checklist for management considerations that will effect desired communications and protect fire fighter safety.

<b>ACTION ITEMS</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Review Resource Drawdown Table			as needed	Daily 0700 hours	Daily 0700 hours
Fire Behavior Assessment	-	-	as needed	Daily 0700 hours	Daily 0700 hours
Safety Message	-	-	as needed	Daily 0700 hours	Daily 0700 hours
Dispatch Conference Call	as needed-	weekly	weekly	Daily	Daily
Daily Management Briefing	-	-	as needed	as needed	Two 0800&1900
Prescribed Fire	No Restriction	No Restriction	Monitor Area	MAC Recom	RM/NICC Recom
Severity Request	-	-	1-2 units	3-5 units	5+ units
Fire Restrictions	-	minimal units	some units	several units	several units
RMCG Fire Duty Officer	-	on-call	on-call	Locate at RMC	MAC
Safety Officer/FAST	-	-	-	MAC	MAC
Fire Information Officer	-	on-call	on-call	on-call / @ RMC	RMC & MAC
Fire Behavior Analyst	-	-	on-call for RMC	RMC	MAC
Frequency Coordinator	-	-	on-call	on-call	MAC
NG Liaison	-	-		on-call	MAC
Computer/Telecom Spec.	on-call	on-call	on-call	RMC	MAC
Aviation Ops. Specialist	on-call	on-call	on-call	on-call	MAC
Critical Incident Stress MG	on-call	on-call	on-call	on-call	on-call
MAC Activation	-	-	Conf as needed	Activated	Activated

## 26.9 Resource Drawdown Levels

The matrix below is intended to GUIDE management personnel through a decision making process to determine in a timely manner the need to increase major resource availability base and potentially preposition resources to the affected area of influence. It is also intended as a checklist for management considerations that will affect desired communications and protect fire fighter safety.

<b>RESOURCE DRAWDOWN LEVELS</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
IMT1 Rocky Basin	on-call	on-call	8 hour on-call	2 hour on-call	Staged
IMT2 Rocky Mountain	on-call	on-call	8 hour on-call	Alert Standby	Staged
Type 1 Crews	-	-	2	4	7
Type 2 Crews	-	5	10	20	30
Heavy Airtankers	-	1	3	5	8
SEAT		1	2	2	2
Lead Planes	-	1	2	3	4
Air Attack	-		1	4	6
Type 1 Helicopters	-	-	2	3	4
Type 2 Helicopters	-		2	3	5
Type 3 Helicopters	2	2	4	5	5
NG Helicopters	-	-		Alert	Alert
Smoke Jumpers	-	12	18	24	48
Smoke Jumper Aircraft	-	1	1	2	3
Cache Vans 250	1	1	3	4	5
4390 Starter System	1	1	1	2	3
ATMU/REMS	-	1	1	2	3
National Caterers	-	-	1	2	2
Mobilization Centers	-	-	Area?	Area	Area

## **27 Mobilization Procedures For Military Assets and International Assignments** (Refer to NMG 27)

### **27.1 Established Resource Ordering Process** (Refer to NMG 27.1)

### **27.2 Civilian Support** (Refer to NMG 27.2)

### **27.3 Demobilization Procedures** (Refer to NMG 27.3)

### **27.4 International Operations** (Refer to NMG 27.4)

### **27.5 National Guard**

At certain times the National Guard has available, helicopters, equipment, and personnel that are useful in the suppression of forest and range fires on Federal and State lands. The National Guard units may be ordered through the State for State incidents or RMC for Federal incidents.

Commercial sources must be exhausted or not immediately available during times when there is a threat to life and property, prior to activation of Guard units for Federal fires. (Refer to RMG 59 for National Guard contacts). (Refer to RMG 40) In the event that an interagency incident occurs on State lands, the following personnel shall make contact with their respective Guard units:

<b>Colorado</b>	<b>Fire Duty Officer</b>
<b>Nebraska</b>	<b>GPC (Nebraska State Emergency Management Agency)</b>
<b>S Dakota</b>	<b>GPC (S. Dakota Wildland Fire Suppression)</b>
<b>Wyoming</b>	<b>Asst. State Forester, Fire Management</b>

If a fire incident occurs on federal lands within the RMA, the following offices shall contact the respective Guard units:

<b>Colorado</b>	<b>RMC contacts Colorado Office of Emergency Management</b>
<b>Nebraska</b>	<b>GPC (Nebraska National Forest)</b>
<b>S Dakota</b>	<b>GPC (S. Dakota Wildland Fire Suppression)</b>
<b>Wyoming</b>	<b>RMC</b>

National Guard Liaison Officer will be mobilized with the guard on all federal incidents. Reference Interagency Incident Business Management Handbook, for specific procedures.

## **28 DISPATCH FORMS**

- 28.1 Resource Order**
- 28.2 Food Service Request**
- 28.3 Passenger and Cargo Manifest**
- 28.4 Aircraft Flight Request/Schedule**
- 28.5 Infrared Aircraft Scanner Request**
- 28.6 FAA Temporary Tower Request Form** (See NMG 28.6 for form)
- 28.7 Preparedness/Detail Request**
- 28.8 Incident Status Summary (ICS-209)**
- 28.9 Incident Management Situation Weather Outlook**  
(See NMG 28.9 for form)
- 28.10 Weekly Wildland Fire Weather/ Fire Danger Outlook**  
(See NMG 28.11 for form)
- 28.11 Monthly Wildland Fire Weather/ Fire Danger Outlook**  
(See NMG 28.12 for form)
- 28.12 Wildland Fire Entrapment/Fatality (NFES 0869)**
- 28.13 Documentation of Length of Assignment Extension Requirement**  
(See NMG 28.13 for form)
- 28.14 Demobilization Form**
- 28.15 Fire Weather Special Forecast Request**
- 28.16 FAA Temporary Flight Restriction**
- 28.17 Incident Replacement Requisition**
- 28.18 Complexity Analysis**